RARE BOOK AND MANUSCRIPT LIBRARY

Corrected Copy

Annual Report FY 2004-2005

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4. Processing
5. Events, Programs and Classes
6. Staff
7. ReCap and renovation
8. Development
9. Goals

1. Summary

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The Survey of Special Collections funded by the Mellon Foundation was completed in August, 2004, and a second Mellon funded project, focusing on the processing of highly rated collections in Avery, Starr, and RBML was begun in January 2005.

The Oral History Research Office relocated into Room 655, within RBML, where its numerous projects relating to 9/11 progressed toward completion.

The Human Rights Watch archives were surveyed, packed, shipped and added to the collection, thanks to the hard work of the new Human Rights Watch Archivist, who began work in September. The Curator of the Human Rights Watch collection joined the staff in January.

A 170-page catalog, *Jewels in Her Crown: Treasures of the Special Collections of Columbia's Libraries,* was published in October; the exhibition was also captured in its entirety in digital form for distribution on the World Wide Web. A second large exhibition on the papers of Ellery Queen opened in April 2005, in conjunction with a symposium on the topic sponsored in part by the *Ellery Queen Mystery Magazine*.

The Lehman Suite program was reconceived and a Herbert Lehman Center for American History, with a resident faculty member and staff, was organized to complement the archival and research programs already underway in the space.

2. Statistics

FY 2005		FY 2004
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6, 114	Books used and shelved	7,274
2,871,085	Manuscripts used and shelved	1,986,038
534,347	Bakhmeteff manuscripts used and shelved	413,898
22,234	Check outs and renewals	18,421
38, 690	Photocopies made for users	28,624
14,473	Reference inquiries, consultations, and telephone reference received	6,373
1,149	Written reference letters answered	344
1,247	Consultations shorter than 30 minutes	658
223	Consultations longer than 30 minutes	129
69	Lehman Suite researchers	38 on 160 days
415	Lehman Suite reference inquiries	na
1025	Bakhmeteff reference inquiries	877
86	Carnegie Collection reader visits	123
304	Carnegie reference inquiries answered	252
3181	Manuscript boxes and dissertations Retrieved from offsite	230
127	Publications permissions granted	104
195	Foreign visitors from 32 countries	na
93	Processed collections sent to ReCAP	na
3	Unprocessed collections sent to ReCAP	
111	Classes and Tours	128
1,861	Attendees at RBML classes and programs	1,587

3. Additions to the collection

Manuscripts and Archives
The papers of Human Rights Watch were inventoried and packed by the Human Rights archivist, Christine Lovelace, in the Library of the University of Colorado and shipped to both the Morningside campus and ReCAP

The archives of BOMB magazine were added to the collection by purchase in the spring of 2005. In addition, a major collection of artworks, books and papers relating to the engraver and graphic designer, Sir William Nicholson (1872-1949) was received via a combined purchase/donation arrangement.

Other significant additions of primary materials include the papers of Columbia English professor Quentin Anderson (donation); the archives of the Boehm Foundation (donation); Handwritten diaries of the Count Speransky and Prince Catacuzene families (donation); Orest von Klemm Papers (donation); Aleksey Vislocky papers (donation); Valerie Levy and Prague Post Papers (donation); papers of Columbia History professor Eric McKitrick

(donation); papers of Columbia astronomer Kevin Prendergast (donation); Korbin-Krukovskii Family Papers (donation); Vladimir Westman papers (donation). Additions were made to many existing collections, including the Carnegie Corporation Archives, the Dawn Powell, W.A. Swanberg, Jacques Barzun, Watkins-Loomis,Don Kongdon Associates, Tibor Serly papers.

Active negotiations are underway for the following archives or groups of personal papers: Amiri Baraka, C.L.R. James, Hubert Harrison, Peter Wexler, Louis Silverstein, Publishers' Weekly, Theodore Allen, Oscar Hijuelos, Shirley Hazzard, Robert Merton, Edward Said, Physicians for Human Rights, Amnesty International USA, Human Rights First, Committee of Concerned Scientists. Other collections under discussion include the Oliver Stone theater design collection, an addition to the papers of Paul Auster, the Arthur Schlesinger papers, the Cab Calloway Papers, and many others.

Books

The Medieval/Renaissance collections were especially enriched this year. First, the Libraries made the first major purchase of a medieval manuscript in some years, thanks to using funds from the Kristeller, the Friends of the Library and other endowments. The addition of this 11th/12th –century manuscript of canon law, now cataloged as Western MS 82, was celebrated by a small gathering of faculty, librarians, and scholars in February. In addition, a 13th-century papal bull, with its seals intact, and a 15th-century codex, were purchased and a group of early non-print materials was received from a donor. A substantial donation of microfilm surrogates further enriched the existing Kristeller Surrogate collection.

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Significant book collections either received or under active consideration include the libraries of Columbia professors Edward Said, and Anne Douglas. In general acquisitions of professorial collections are limited to annotated volumes.

4. Processing, Cataloging and Access

Manuscripts and Archives

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Watch materials, and 34.5 from the general manuscript collections. This latter figure was achieved with the help of a temporary processing archivist, Bridget Lerette who, in addition to assisting with manuscript reference letters and completing all the new collection surveys, worked on processing the papers of Ivan Morris, Edita Morris and William Vickery.

A Mellon Special Collections processing grant, based on the work done in the Mellon Survey, began in February, 2005. In the first two quarters, the 4 project staff members at RBML reviewed 387 linear feet of collections and processed 306 linear feet of papers from the IIRR and the Non-Sectarian Anti-Nazi League.

The movement of manuscript collections to the ReCAP facilty described below made it clear that better electronic access to collections was essential. The Digital Libraries Program group arranged to scan the legacy paper finding aids and mount them so that they appear as PDF files and can be retrieved for in-house and external use. Although the project is still not complete, the creation of individual web pages for each collection, linked to the finding aid and eventually to the MARC record has dramatically improved the tools available to readers and to the reference staff, resulting in more frequent and more informed offsite use.

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133 non-rare books were bound, and 2,239 rare volumes were put into protective housings (four-flap enclosures, O&T cases, or CMI clamshell boxes). Much of this work was made urgent by renovation-related moves; some of these volumes are destined for ReCAP.

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Exhibitions
The Intrinsic Other: The Life and Work of John Howard Griffin ran from March until August 2004. Curated by Patrick Lawlor, this exhibition provided an opportunity for a first-time look at the remarkable career of this American novelist, photographer, and musical scholar.

Jewels in Her Crown: Treasures from the Special Collections of Columbia's Libraries, opened in October 2004. A published catalog and a web exhibition were produced concurrently. This was the largest exhibition of the combined riches of the Libraries in the history of Columbia and received much praise, both from those who were able to visit the physical exhibition and those who viewed the website or read the catalog. It represented was a remarkable collaboration between library staffs, directors, curators, digital specialists, and conservators.

Jewels in Her Crown was extended by popular request until the end of February. In late March, *The Quintessential Ellery Queen:Celebrating the Centennials of Frederick Dannay and Manfred B. Lee* was installed in the Kempner (East) Gallery. (The West gallery cases were left vacant due to impending work on the external walls and roof, since postponed until 2006.)

Programs

Programs held during the year included a reading by School of the Arts faculty member Patty O'Toole, author of a new biography of Theodore Roosevelt; a symposium on Ellery Queen, co-sponsored by the *Ellery Queen Mystery Magazine*; the Annual Book Arts lecture, this year given by Avery Librarian Gerald Beasley; and a welcoming party for the new medieval manuscript, purchased with the cooperation of the Libraries Western European Bibliographer Karen Green from the Kristeller Endowment, the Friends of the Library Endowment, and several other smaller endowed funds. An event launching the Joseph Urban Website was held in March, with presentations by Janet Gertz, Stephen Davis, and Jean Ashton.

Classes

Classes using material from the Medieval and Renaissance collection came from the Classics, English, History, Music and Religion departments, as well as from other institutions, including Fordham, NYU, the Palmer School, and the Columbia School (where three groups of third-grade classes were introduced to a Book of Hours). In addition, an NEH Summer Seminar, "Worlds of the Renaissance," held a session in the Chang Room.

Other classes included library instruction sessions held in conjunction with a bibliographic instruction program organized by John Tofanelli, a full-day class analyzing Sid Ramin's orchestration of West Side Story for a music arranging seminar from Ithaca College, several Literature Humanities and Core Curriculum sessions, a session of "The Historian's Craft," organized by the History Department, a course on Kant, Hegel and the Enlightenment conducted by Massimo Grassia, Adam Smyth's class on the English Civil War, two James Joyce seminars taught by Michael Seidel, and Fran Pritchard's class on Islam and South Asian History.

6. Staff

Although the position of Rare Book curator remained vacant for the fourth year, new staff was added, thanks to projects and special initiatives. These include temporary Processing Archivists Bridget Lerette (Special Manuscript Assignments – CUL funds), Alexandra Bernet (Fred Friendly and other papers). Christine Lovelace and Csaba Szilagyi joined the staff as, respectively, Archivist and Curator of the Human Rights Watch papers. Yekaterina Shraga, who had been half-time Bibliographic Assistant, was appointed to a two-year special position as Bakhmeteff Archives Assistant. Noel Kalenian took over Yekaterina's former position. Varouj Froundjian, who had begun work as a one-year temporary archivist on the Armenian papers project, remained on the RBML staff until June 2005, thanks to the reallocation of some funds in Area Studies. Karin Sommer, who joined the staff in the spring of 2004, was appointed as Collections

Manager. Karen Aponte-Velez took a three month maternity leave, beginning in mid-November, returned in February.

Other new additions to the staff include Dr. Elizabeth Nuxoll, the Editor of the John Jay papers, who arrived on November 1, and her staff, consisting of Dr. Mary Gallagher, Jennifer Steenshorne, and Jennifer Milne. The Assistant Editor, began work on July 1. The John Jay Papers Project is financed in part by a grant from the NHRPC. Tamar Dougherty continued as Curator of the Herbert H. Lehman Suite and papers.
In Oral History, Jessica Wiederhorn resigned in April from her position as Assistant Director of the Oral History Research Office. A search for her replacement is underway. Kate Foster, the Oral History Office Manager, also resigned and will be replaced. Finally, both Jean Ashton and Bernie Crystal announced their retirements, to take effect in December 2005.

7. ReCAP and Renovation

Renovation and renovation-related activities continued to dominate collection-related activities as well as consuming staff time throughout the department. Jane Siegel, Bernie Crystal, Karin Sommer, and Jean Ashton (usually) met weekly with Aline Locascio to plan and manage the movement of collections, the rebuilding and re-installation of security devices, collection preparation, inventorying, bar-coding projects, etc. Thanks to heroic efforts by Patrick Lawlor,(who managed the packing, shipping and barcoding of manuscript collections), Jane Siegel (who oversaw the internal planning and supervised many student assistants as they packed, wrapped, and labeled materials for shipment to Brewster and ReCap, as well as ordering supplies and managing collections movement), Karin Sommer (who kept the whole process, including security operations, moving smoothly) and Bernie Crystal, collections were returned to the 12th and 13th floor stacks, the vault was completed and the contents transferred, the 14th floor was emptied for construction, and packing/planning work was begun for the 15th floor.

All of this work entailed constant communication with the reference desk, the ReCap facility, the contractors, and the security system troubleshooters. Public service was impacted, as collections were moved from place to place, making paging items for researchers a constant challenge. Physical changes in RBML itself, including the relocation of the OHRO offices to 655 and the locker room, the transformation of the Lamont Reading Room and the Donors Room into processing spaces, and the movement of the staff lockers and break room, could have caused much discomfort and confusion. Happily, the staff was able to adapt calmly to all of these changes and to eliminate any threats to reader services. They really performed well under tremendous pressure

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Manuscripts

The renovation of the stacks hastened what would have probably happened gradually, that is, the transfer of materials – particularly manuscript collections – to the ReCAP Facility in Princeton. By the end of June 2005, 93 existing manuscript collections, totaling 6,011 boxes, had been transferred permanently to RECAP. In addition to transfers, the facility received 3 large new collection, including the Human Rights Watch archive, that were shipped there to await processing.

Books
The former Medium-Rare collection, housed in the cage of stack 6, was prepared and sent to ReCAP as Rare Books. MRP also prepared and sent most of the bound-with volumes of Masters Essays, and all of the Masters projects by the film division of the School of the Arts.

8. Development

At the end of FY 2004, grants were received from the NHPRC and the NEH for, respectively, the print edition of the Papers of John Jay and the future development of the Digital Scriptorium. Elixabeth Nuxoll assumed the position of Editor of the John Jay Papers on November 1, 2005, and subsequently hired a part-time Associate Editor, a clerical assistant, and an Assistant Editor. Work on the Digital Scriptorium included administration and oversight of the expansion of the contents of the site and a workshop session designed to assist new participants in creating records and images for the database. At the end of this first year, a consultant was interviewed, and a proposal solicited for work on a sustainability and governance plan, to be completed in early 2006. (See Oral History Research Office Annual report for OHRO grant reports)

A proposal was submitted to the National Endowment for the Humanities to fund the preservation, processing and partial digitization of the archives of the New York City Chamber of Commerce, 1780-1980. The results of this application will be announced in March 2006.

Following the completion of the Mellon grant for a manuscript survey in August, 2005, a new grant proposal was submitted to that Foundation for processing. A grant was awarded for the processing of three collections in RBML, and one collection each in Avery and Starr. The project is supervised by Janet Gertz, who successfully managed the first Mellon grant. The five positions required by the grant were filled by early spring. Work is expected to be completed before April 1, 2006.

A grant of $15,675 was awarded by the Peck Stackpole Foundation to pay for a case capable of displaying the Audubon "Elephant" Folios. The award was made in honor of the centenary of the birth of Shirley Allyn Peck in 1906.

An award of $100,000 was received from the MacArthur Foundation for support of the Human Rights Watch Documentation Center. An additional grant of $30,000 was made by the Bay Foundation for the same purpose.

The Furthermore Foundation contributed $5,000 toward the expenses associated with the production of the printed catalog for *Jewels in Her Crown.*

9. Goals

The goals of the Rare Book and Manuscript Library for the first half of FY06 will be focused on maintaining services during the months preceeding the retirement of the Curator of Manuscripts and the Director of RBML. New goals will presumably be set by the incoming Director.

The next phase of the Butler Stack renovation will begin (as of this writing) in December 2005, scheduled for completion sometime in 2007. Pending the hiring of new Libraries Development staff, grant proposals will be considered to supplement the funds of and carry on the activities of the John Jay editorial project and the Digital Scriptorium. A request to IMLS for funding the conservation and cataloging of the Dramatic Museum Puppet collection is also under consideration.

We hope to see the successful completion of phase I of the Rare Book ReCon project and to solve the problem of updating and adding records for manuscript to the AMC and CLIO databases, a process that has been in suspension since the departure of Henry Rowen, the Manuscript Assistant. A project to determine a uniform approach to the encoding and publishing of finding aids across the special collections of Columbia is underway and should be implemented within FY06. Publication of individual web pages for each manuscript collection, linked to finding aids, is in development. Completion of the effort to scan finding aids will occur in FY06, pending staffing.

Digital projects underway include scanning the Special Correspondence files of the Herbert H. Lehman papers. Revision of policies relating to scanning of collections on demand and other reader requested services will be undertaken, as space for new scanners and additional staffing for production become a reality.

Jean Ashton
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The renovation of the stacks hastened what would have probably happened gradually, that is, the transfer of materials – particularly manuscript collections – to the ReCAP Facility in Princeton. By the end of June 2005, 93 existing manuscript collections, totaling 6,011 boxes, had been transferred permanently to RECAP. In addition to transfers, the facility received 3 large new collection, including the Human Rights Watch archive, that were shipped there to await processing.

Books
The former Medium-Rare collection, housed in the cage of stack 6, was prepared and sent to ReCAP as Rare Books. MRP also prepared and sent most of the bound-with volumes of Masters Essays, and all of the Masters projects by the film division of the School of the Arts.

8. Development

At the end of FY 2004, grants were received from the NHPRC and the NEH for, respectively, the print edition of the Papers of John Jay and the future development of the Digital Scriptorium. Elixabeth Nuxoll assumed the position of Editor of the John Jay Papers on November 1, 2005, and subsequently hired a part-time Associate Editor, a clerical assistant, and an Assistant Editor. Work on the Digital Scriptorium included administration and oversight of the expansion of the contents of the site and a workshop session designed to assist new participants in creating records and images for the database. At the end of this first year, a consultant was interviewed, and a proposal solicited for work on a sustainability and governance plan, to be completed in early 2006. (See Oral History Research Office Annual report for OHRO grant reports)

A proposal was submitted to the National Endowment for the Humanities to fund the preservation, processing and partial digitization of the archives of the New York City Chamber of Commerce, 1780-1980. The results of this application will be announced in March 2006.

Following the completion of the Mellon grant for a manuscript survey in August, 2005, a new grant proposal was submitted to that Foundation for processing. A grant was awarded for the processing of three collections in RBML, and one collection each in Avery and Starr. The project is supervised by Janet Gertz, who successfully managed the first Mellon grant. The five positions required by the grant were filled by early spring. Work is expected to be completed before April 1, 2006.

A grant of $15,675 was awarded by the Peck Stackpole Foundation to pay for a case capable of displaying the Audubon "Elephant" Folios. The award was made in honor of the centenary of the birth of Shirley Allyn Peck in 1906.

An award of $100,000 was received from the MacArthur Foundation for support of the Human Rights Watch Documentation Center. An additional grant of $30,000 was made by the Bay Foundation for the same purpose.

The Furthermore Foundation contributed $5,000 toward the expenses associated with the production of the printed catalog for *Jewels in Her Crown.*

9. Goals

The goals of the Rare Book and Manuscript Library for the first half of FY06 will be focused on maintaining services during the months preceeding the retirement of the Curator of Manuscripts and the Director of RBML. New goals will presumably be set by the incoming Director.

The next phase of the Butler Stack renovation will begin (as of this writing) in December 2005, scheduled for completion sometime in 2007. Pending the hiring of new Libraries Development staff, grant proposals will be considered to supplement the funds of and carry on the activities of the John Jay editorial project and the Digital Scriptorium. A request to IMLS for funding the conservation and cataloging of the Dramatic Museum Puppet collection is also under consideration.

We hope to see the successful completion of phase I of the Rare Book ReCon project and to solve the problem of updating and adding records for manuscript to the AMC and CLIO databases, a process that has been in suspension since the departure of Henry Rowen, the Manuscript Assistant. A project to determine a uniform approach to the encoding and publishing of finding aids across the special collections of Columbia is underway and should be implemented within FY06. Publication of individual web pages for each manuscript collection, linked to finding aids, is in development. Completion of the effort to scan finding aids will occur in FY06, pending staffing.

Digital projects underway include scanning the Special Correspondence files of the Herbert H. Lehman papers. Revision of policies relating to scanning of collections on demand and other reader requested services will be undertaken, as space for new scanners and additional staffing for production become a reality.

Jean Ashton
August 23, 2005

PUBLIC SERVICES STATISTICAL REPORT RARE BOOK MANUSCRIPT LIBRARY 2004-2005

	July '04	Aug. '04	Sept. '04	Oct. '04	Nov. '04	Dec.'04	Jan. '04	Feb. '04	Mar. '04	Apr.'04	May '04	June'04	TOTAL
Attendance	416	310	256	305	376	289	281	320	475	378	324	340	**4,070**
No. of hours open	159	110	168	168	160	152	159	160	184	168	154	164	**1,906**
Manual Circulation:													
Check Outs	1,879	1,190	1,011	1,176	1,463	757	1,054	1,020	1,758	1,481	1,831	1,370	**15,990**
Renewals	677	218	189	246	1,874	258	364	457	559	436	322	644	**6,244**
Check Ins	1,922	1,266	1,072	1,215	1,235	962	1,070	1,079	1,589	1,558	1,658	5,446	**20,072**
Orientations, Lectures, tours, etc.													
Sessions	4	2	16	21	16	9	4	22	7	7	2	1	**111**
Persons Attending	48	14	158	458	222	104	69	362	135	254	25	12	**1,861**
Daily Reference Statistics													
Directional Questions	710	181	543	473	452	392	423	341	519	370	390	425	**5,219**
Ref. quest. Incl cat. Quest	966	360	797	892	725	600	714	621	988	737	719	823	**8,942**
Consultations < 30 min	112	89	96	78	129	75	100	103	157	109	110	89	**1,247**
Consultations > 30 min	9	12	5	20	20	10	17	26	35	21	30	18	**223**
Telephone	398	315	365	355	300	262	360	290	420	326	308	362	**4,061**
Administrative	269	268	255	280	390	211	305	205	321	231	242	264	**3,241**
No. of Manuscripts Used	379,576	262,444	227,416	247,559	203,830	137,863	163,208	212,089	274,282	278,496	196,792	287,530	**2,871,085**
No. of Books Used	429	382	340	435	588	453	566	345	585	510	981	500	**6,114**
No. of BAR Mss Used	48,016	9,009	3,800	49,029	48,900	46,600	43,234	31,004	93,848	59,422	48,062	53,423	**534,347**
Total Photocopy Exposures	3,282	2,411	2,017	3,592	3,566	2,541	3,074	2,245	6,186	2,218	3,341	4,217	**38,690**
No. of Permissions Given	20	11	6	11	10	5	3	6	25	9	5	16	**127**

Prepared by: Rose Bautista

Annual Report, 1 July 2004-30 June 2005: Medieval and Renaissance Sector

Purchases

In the fall of 2004, we were able to acquire a superb late 11th-early 12th century manuscript of canon law, now catalogued as Western MS 82; it is a codex of signal textual importance and of earlier date than anything that has come to Columbia since the bequests of George A. Plimpton (1936) and David Eugene Smith (1940). The purchase was made possible with exemplary fusion of resources from the Library itself, from RBML and from the Kristeller Endowment. A few months later, a 13th century papal bull, in good condition and with its leaden seal still attached, came on the market; after several years of looking for such an item, we were especially pleased with this purchase. In spring, 2005, we purchased another complete codex: this is a 15th century Italian miscellany with *laude* in Italian and with polyphonic music (otherwise held by us in only three fragments). Again, cooperation between various units –in this case, RBML and the Music Library– allowed us to put together the required funds. In all three cases, the choice of materials was dictated by specific teaching and research interests of Columbia's faculty (one of the fundamental points in the Collection Development Policy), and in these purchases we acquired, not fragments as we often are forced to do, but essentially complete books or, in the case of the papal bull, an integral item. It's difficult to imagine how coming years could match the stellar acquisitions of this year.

Collaboration with the Ancient and Medieval Selector (K. Green) has proved to be dynamic and productive to both parties. Her support was crucial, for example, in initial feelers towards the eventual purchase of Western MS 82; she also helped evaluate and determine our bid at auction for a complete set of the edited volumes of the Wycliffite Bible (now housed in Rare Books).

Gifts

During this fiscal year, we have received several gifts of early non-print materials. A two-part gift at the end of 2004 contained numerous items of non-European and / or early Christian origin: a ghul stick, an incantation bowl, a scrap of cloth with writing in Demotic, a piece of wood with an Egyptian hieroglyphic, and so forth. Another donor gave us four leaves from a late 15th century Genoese choir book, in lovely condition and with fine penwork initials.

The Kristeller Surrogates Collection received a surprising gift this year, all the more satisfactory as it was unexpected. Prof. Robert Raymo (NYU, English) donated his collection of microfilms of Middle English manuscripts to RBML because he was aware of our successful work to make the Kristeller microfilms available and protected at the same time.

Classes

Since medieval and renaissance books are a chronological rather than a subject-based category, they are of interest to a very broad swath of the academic community. The past year has seen classes in RBML using this primary material from the departments of Classics, English, History, Music, Religion; the class levels range from elementary (the second-graders from The School), to undergraduate, to graduate. They come here, given the excellence of the collection, not just from Columbia but also from Fordham, NYU, the Palmer Library School and an NEH-funded summer seminar, "Worlds of the Renaissance." Almost all of the classes worked with both manuscripts and incunables.

2004-2005 BAR GIFTS-IN-KIND

1.	Prince Cantacuzene Diaries	1,5 linear feet
2.	Yaroslav Sustar Papers	4 linear feet
3.	Alan Levy Papers	20 linear feet
4.	Korvin-Krukovskii Papers	0.5 linear feet
5.	Professor Halpern Papers	17 linear feet
6.	Charles R. Crane Papers (addendum)	2 linear feet
7.	Father Vislotsky Papers	2 linear feet
8.	Benckendorf Family Papers (addendum)	0.5 linear feet
9.	Orest von Klemm Papers	2.5 linear feet
10.	Mark Popovskii Papers (addendum)	8 linear feet
11.	Elizabeth Valkenier Papers (addendum)	2 linear feet
12.	Publishing House Hermitage Records (add.)	3 linear feet
13.	Vladimir Wertsman Papers	5 linear feet

TOTAL: 68 linear feet

From: mko26@columbia.edu
To: "Jean W. Ashton" <jwa8@columbia.edu>
cc: jrs19@columbia.edu, jbl100@columbia.edu, tcc46@columbia.edu, bautista@columbia.edu
Subject: Foreign readers
Date-Sent: Friday, July 15, 2005 10:00 AM -0400

Jean:
Here are the figures for foreign readers for 2004-2005.
Kevin

Foreign readers, July 2004-June 2005

England	36
Russia	21
Japan	20
France	19
Canada	17
Italy	17
Germany	13
China	7
Scotland	7
Australia	4
Israel	4
Spain	3
Turkey	3
Austria	2
Hungary	2
Slovakia	2
Sweden	2
Belgium	1
Denmark	1
Estonia	1
Finland	1
Hong Kong	1
Ireland	1
Korea	1
Lithuania	1
Netherlands	1
Norway	1
Poland	1
Portugal	1
Switzerland	1
Ukraine	1
Wales	1

2004 - 05

Permission for Publication

July 2004 -	20
Aug 04 —	11
Sept 04 -	6
Oct 04 -	11
Nov. 04 -	10
Dec 04	05
Jan 2005 -	3
Feb 05 —	16
March	25
April	9
May —	5
June —	16
Total	127

Permission to publish

(Anderson - 7/8)
7/19
Anderson 7/19
Walther, Elizabeth 7/14

July 2004

7/28 – Roger Cooke – photo – Plimpton 322
– Amy Milakovic – materials from Brander Matthews & J. Coykendall
– Don Rock – rep. of Dispatch – Peter Wellington Alexander Papers –

(20)

7/27 – Ciara McLaughlin – photo of Lucca – ABMAC
7/21 – Mary Kelley – letters & doc from Meloney – Mitchell + E.P. Ware Papers
– Carole Reynaud – photo – Plimpton 322
– Erin Rogers & Kelly Barnes Snyder – photo of E.E. Cummings from Manuel Komroff Papers
– John P. Campbell – materials from Harold Matson Papers
7/20 – Brian M. Reed – excerpt from Hart Crane Papers
– Sandra Brankerick – letters from James Gutmann Papers
7/19 – Ellen Herman – excerpt from Dorothy Hutchinson Papers
7/19 Elizabeth C. Stevens – letters – Gov. Morris, + Henry Lawrens & Greene
7/16 – Dr. Levy – MSS from a collection
Kathryn Pape – one photo of Randolph Bourne

7/14 – Jacqueline M. Elliott – Papyrus Fragment P.Caf

7/8 – Kate McGregor – photo – Plimpton 322
7/7 – C Sallos – image of P.Oxy 3466 –
7/2 – Greethe Rostboll – 2 letters – from Random House + 1 from Dorothy Canfield Fisher

Sept 2004 (6)

9/30 – Dianne Wilson – Eleanor Roosevelt – protection – Harper & Rowe papers.
9/27 – Heather Campbell – photos – James T. Shotwell
9/24 – Rainie van Gorp – photo of Varian Fry on cover of Dutch edition "Surrender on Demand"
– Kathryn Pope – 2 images – Randolph Bourne
check Access Agreement file 9/28 – Finis Dunaway – 8 photos – Paul Lovejoy paper
9/1 – Helen Deutsch – excerpts from Samuel Layon's Scrapbook of Johnsoniana

October 2004 (11)

10/21 – Shira Brennin – 3 photos from Florine Stettheimer
10/18 – Kathleen Drummy – reuse photo – 'Paris: Capital of the World' by Patrick Hyzorek
10/14 – Alexis Hagadorn – images – from RBX to be used for article for a forum of Am. Inst. of Conserv
10/5 – Neil Nemeth – documents from – Diary of the war
– Audrey Pettengill – audio reading "Memory of W.B. Yeats" by W.H. Auden from Bowden Matthews Coll.
– Susan Wiltenmire – photo of E. Allan Poe
– Joan Cochin – letters from Joseph Pulitzer Papers
– Robert Miller – 4 images – from Charles Poletti Coll.
– Silke Reinach – publicity permission
– Kristi Miso – photo – Edwin H. Armstrong

Cont' October 2004

10/5 – Barbara Selya – drawing of Abraham Adanlan for the book.

November 2004 (10)

11/29 – Marjorie King – excerpts from Indianola archives
11/23 – James Boreland – extracts from James Murray Templeton diary from Thomas Harris Papers.
– James Perkins – 2 letters – Robert Penn Warren to B. Cerf + to Phyllis Cerf – from B. Cerf Papers –
– Joan Cashin – letter from Varina Howell Davis to Philip Ward – from Frederick C. Schang Papers.
– Theodore Hannon – excerpt from Gutterman papers.
– Shirin Braman – 3 photos from Florine Stettheimer Coll.
– Ruth Anderson – 2 images from Brander Matthews
11/15 – Max Eilenberg – photo of E.E. Cummings – Kanroff
11/9 – Ellen Herman – excerpts from Dorothy Hutchinson Papers for website.
– Mary Flowers Braswell – quotation from Stephen Haweis Papers.

Dec. 2004 (5)

12/14 - David Leopold - 3 images (for exhibition catalog) for Joseph Urban to use

12/16 - Markus Schlmeyer - copy of Papyrus for website - RBX

12/14 - Rachel Buchanan - photo by Jessie Tarbox Beals, CBS archives

12/7 - Angela Chnapko - letter from Henri Lefebvre to Norman Guterman - from N Guterman

12/1 - Amber Cofer - photo - Randolph Bourne Coll

7/2004

7/2 - Debra Hickson - letter from Thomas Hamilton to Fay Family Papers

7/2 - A.J. Crilly (UK) - quote - D.E. Smith Papers

August 2004 (11)

8/16 - C. Turner - items from Jerome Moross Coll.
- Christopher Innes - images from Sherman
8/25 - Christine Wiesen - poems - Hart Crane
- Bernard Theaet - image Plimpton 322
8/24 - Sue Lynes - images for electronic version (Goat, Olive, Sugar, Lavender, Cattle, Turkey, Coffee)
- Prof Ralph Engelman - images of Fred Friendly.
- Craig Clinton - "Vieux Carre" from T. Williams
- ~~Bob Foreman~~ -
- Silke Gerlach - photo of Max Reinhardt Theatre from Joseph Urban coll.
- Clare Beck - excerpts from letters - Melvil Dewey Papers
- Walter B. Baker - photo of King's College - Fay Papers.
8/20 - Edward Alexander - letters from Trilling Papers

JFMAMJ

Permission to Publish – 2004-05

Feb, 2005

2/22/05 - Wendy Logue - 2 letters - George Dunlop
2/22 – Jacqueline Goldsby – 3 docs – S. Crane, Harper Bros.
2 Cora Crane
(6) 2/18/05 Joan Cashin – Quote letter from V. Howell Doc'ty
2/15/05 - S. Isenberg – Frederick Bancroft -
Re-use photo Varian Fry

2/7/05 - Julia Boyd - non exclusive use of letter - bio of E. Blackwell
2/4/05 – Dr. Uri Melamed – use of Hebrew MSS

Jan 2005

Thesis
1/28 - M. Basconi – Fred Fraenkel papers
(7) 1/12 – Stacy Spaulding - quotation – OHRO Lagemann
1/5 – Kenton Daniels – Photo use – Hart Crane

March 2005 (25)

3/30 – Vicky Mitchell – 1 photo for commercial television use
3/26 – David Walker – 8 letters from Lucien O'Brien papers
3/28 – Eleanor Sandesky – poems – Brunk Papers
3/26 – Doug Vogus – quote – Custer Forman Papers
3/21 – Amanda M. Standish – quote – Hayden v Rowe
3/21 – John Rumpf – Mitch Paul Letters
3/21 – Barbara v Ann Mitchell – quote – Custer Brown
3/18 – Paul A. Gilje – use passage – A. Anderson Diary
3/18 – E. Blanch Dyson – photo – Pace Lovejoy
– Amber L. Carter – Title essay – Robert Dalrymple

. JA permissions

March 17 – Roger Hahn – use of Babini drawing etc. Book in Paris – David Smith

3/17 – Giles Slade – photo – Edwin Armstrong

3/16 – Ursula Vollmer – photo – Lilian Wald

3/14 – Julia Boyd – quote E. Blackwell

3/15 – Julian Baum – quote Joseph Pulitzer

3/14 – Kathryn Pape – M. Weston Papers (photos)

3/14 – Mark Leaver – image of Elizabeth Cary's

3/14 – Jennifer Mossman "The Tragedy of Marian" – for DOD
→ 2 pictures – for thesis

3/14 – Susan Belasco – quote – E.C. Stedmund
– Davide Stimilli – quote letter – Seligman Papers
– Katharina Matros – photo – E. Allan Poe

3/4 – Jean Dauphinais – photo for online mod. – Randolph Bourne

3/3 – Prof. James Perkins – letter from Robert P. Warren to Phyllis Cerf –

3/3 – Jacqueline Goldsby – materials from John Franklin Crowell Papers.

3/1 – Matthew Hedstrom – letters for Publication – Thomas Merton papers & Harper & Bros. Papers

JA Permissions

April 2005 (9)

4/25 – Arlene Keiling – 2 pages from Illinois World
— Ralph Gray – 2 letters – George Woodberry papers
— John Leland – 3 photos – Dard Smith Coll.
— John McKivigan – 3 letters – Gay – Otis Family Papers
— Mary Cleffey – 4 letters of J Adams to Gay – J Gay Papers
4/21 – Nicholas Cosme – photo Plimpton MS 258.
4/14 – Sean Wolentz – photo – Kilroe Tammanian Coll
4/13 – Kristi S. King – 2 photos – Joseph Urban Coll. for electronic database
4/4 – Luca Fiorito + materials from E.R.A. Seligman

May 2005 (5)
5/17 – Timothy Gilfoyle – 2 images of George Appo from Soc. for the Prevention of Crime Papers
5/17 – George Hutchinson – quote to use in N.Y. Pho. Sch Coll.
— Frank Sypher – text by Letitia Landon for biography – MS. Coll. Ray.
5/5 – Ira Kleinberg – photo – Plimpton 322 –
5/17 – Jennifer Pronk – photo, Plimpton MS107

June 2005 (16)
June 26 – Linda Freeman + 3 letters J. Gay letter J. Gay Papers
June 26 – John Leland – 6 images – D. Smith Coll.
26 – Pierre Richard Bernier – Plimpton 322 –
25 – Roger Lipsey – 3 images – T. Merton papers
28 – Norma Mouzzi – quote item – Harvard Olphany
10 – Prof. M. Rosenthal – materials from N. Murray Butler Papers
16 – Kim Hamel – photo Sophie Van Senden –

June 2005

6/20/05 - Jennifer Maddrey - letter from J. Adam Say Papers
6/20 - Olivier Alexis - Text - from Hart Crane papers
6/22 - Amy Feinberg - photo of Aristotle

6/16 - Ann Finkbeiner - quote from Henry Folley papers
6/16 - Prof Matthew Jones - photos (Pascal, Descartes, Leibniz)
6/9 - Mary Prendergast - poem from Dove Papers for exhibition
6/10 - Ursula Ulrich - Photo Nikola Tesla -
6/27 - Chelsea Hoffman - NECL papers
June 28 - Jani Scandura / Schmid Gumby Scrapbook

7/21/05

Gifts-in-Kind and Deposit
to Rare Book and Manuscript Library
2004-2005

MASTER COPY

Donor's Name	Address	Gifts	Linear ft.	Date Rec'd	Estimated Value	Remarks
Alpern, Andrew	Architect & Atty at Law 315 Eighth Ave. New York, NY 10001	3 books, materials relating to Madame V.K. Wellington Koo, framed color photograph		2/16/05	$445	
Anderson, Thelma (F)	29 Claremont Ave., 4N New York, NY 10027	Quentin Anderson's professional papers	27.5	7/5/04		TO BE APPRAISED
Anderson, Thelma (F)	29 Claremont Ave., 4N New York, NY 10027	Additional materials to Quentin Anderson papers	1.5	5/10/05	$450	
Baker, Martha	73-22 173rd St. Fresh Meadows	Martha Baker Papers	21	12/12/04	$21,000	
Barnard College	Contact: Maire Jaanus English Dept., Barnard	Reel to reel tape recordings, poets and authors readings from their works (2 large boxes)	4	5/18/05	$400	
Barzun, Jacques	18 Wolfeton Way San Antonio, TX 78218	Addition to Jacques Barzun papers	0.5	2/3/05	$150	
Block, David and Shiu-min	40-1 Ettl Lane Greenwich, CT 006831	Approx 230 books, 77 prints and artworks, and 16 letters relalting to the graphic work of Sir William Nicholdson (1872-1949)		4/4/05	$82,510	Part gift, part purchase
Boehm Foundation	Via: Judy Austermiller Executive Director 500 Fifth Ave. NY, NY 10110-0296	The Boehm Foundation Papers	16.5	3/31/05	$1,650	
Borchardt, George	430 E 57 St. New York, NY 10022	Addition to Borchardt Literary Agency file	25.50	10/5/04	2,550	
Cantacuzene, Princess Pamela	410 Richmond A. Deerfield Beach, FL 33442	Handwritten diaries of Prince Cantacuzene, Count Speransky Families with drawings, in French, English and Russian - 2 archival boxes	1.00	8/27/04	4,950	Value given by Donor;
Carnegie Corporation of New York (CCNY)	437 Madison Avenue New York, NY 10022	CCNY Board & Committee Minutes of Meeting - 4 record storage cartons; Home trust - 3 record storage cartons (gift from Carnegie Hall and purchase by CCNY from Viao Biaggio)	10.50	7/24/03	1,050	Not reported last year

7/21/05

Gifts-in-Kind and Deposit
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2004-2005

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Carnegie Corporation of New York (CCNY)	437 Madison Avenue New York, NY 10022	Grants Files - 1994-1998 to be added to CCNY Collection - 133 record storage cartons	199.50	11/23/03	19,950	Not reported last year
Carnegie Corporation of New York (CCNY)	437 Madison Avenue New York, NY 10022	Photographs to be added to CCNY Collection - 1 record storage carton	1.50	1/20/04	150	Not reported last year
Carnegie Corporation of New York (CCNY)	437 Madison Avenue New York, NY 10022	CCNY - Home Trust (purchase from Dan Gallic by CCNY) to be added to CCNY collection - 3 record storage cartons	4.50	4/30/04	450	Not reported last year
Chiu, Kai-Yun	10615 Lancewood Rd. Cockeysville, MD 21030	Political papers of Chung -Wei Chiu	0.50	2/22/05	500	
Chrystie, Thomas	P.O. Box 640 Wilson, Wyoming 83014	Chrystie Family Papers		4/26/05		TO BE APPRAISED
Columbia Univ. Club of Philadelphia	via Mark M. Momjian Schnader Attorneys at Law 1600 Market St., Suite 3600 Philadelphia, PA 19103	An ALS to William Hallock to Cleveland Abbe. To be added to Columbiana General Manuscripts.		3/18/05	250	
Don Congdon Associates	156 5th Ave., Suite 625 New York, NY 10010	Addition to Don Congdon Associates Papers	6.00	1/20/05	600	
Duncan, Ben	102 Grange Rd. Cambridge CB3 9AA England	Personal Papers of Ben Duncan - 1 archival box	0.50	3/28/05	140	
Eltchaninoff, Alexandre	91 Rue Olivie de Surres Paris 75015	Orest von Klemm Papers (BAR)		6/2/05	4,500	
Fry, Annette	680 West Ennd Ave., Apt. 4C New York, NY 10025	Letchwork Village Papers - 2 boxes	1.00	2/7/05		
Garretson William	4787 Essex Drive Doylelsltown, PA 18901	Books and Manuscripts of A.W. Grabau		4/29/05	475	
Garrett, Thomas (via Julia Vinicus, CU Alumni Affairs Office)	32 Shepard St., Apt. 23 Cambridge, MA 02138	Copies of programs from 1949-58 to be added to Columbia Theater Associates Collection	0.25	9/8/04	25	

7/21/05

Gifts-in-Kind and Deposit
to Rare Book and Manuscript Library
2004-2005

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Gibson, Aleksey	1705 Lanier PL, NW Apt. 406 Washington, DC 20009	Aleksey Vislocky papers (BAR)		1/5/05	4,000	
Halpern, Joel M.	580 Market Hill Rd. Amherst, MA 01002	Joel & Barbara Halpern Papers		8/6/04		TO BE APPRAISED
Heiskell, Mrs. Marian	New York Times, 11 Fl. 229 West 43 St. New York, NY 10036	Andrew Heiskell Papers - 2 boxes	3.00	3/1/05	300	
Jacob, Phoebe	325 E 79 St., #6D New York, NY 10021	Addition to Phoebe Jacob Papers - materials relating to Louis Armstrong Educational Foundation	3.00	11/4/04	450	
Klingon,Gerald H.	1775 York Ave., #113 New York,NY 10128	30 volumes dating from 1630 to 1942, mostly European literature and works on Canada; also 20 prints of Canadian scenes.		12/2/04	1,600	
Kohl, Benjamin G.	One Bay Biew Rd., #8 P.O. Box 166 Betterton, MD 21610	35 letters from Paul Kristeller to be added to Kristeller Papers	0.25	3/23/05	25	
Landers, Dr. David	67 North Hillside Place Ridgewood, NJ 07740	David Lander's Ancient Writing collection		12/27/05	41,000	Appraised
Lebowitz, Mrs. Anne	25 Martine Ave. White Plains, NY 10606	Books from library of Martin Lebowitz (193 volumes) consisting chiefly of philosophy, literature, chess, & art history books.		12/17/04	4,810	
Levitt, Arthur	43 Owenoke Park Westport, CT 06880	8 video tapes of speeches from 1999-2000 to be added to Arthur Levitt's collection	0.50	9/17/04	400	
Levy,Valerie	Andrstova 5 18000, Praha-8 Czech Republic	Personal Papers of Alan Levy, founding editor-in-chief of The Prague Post, the 1st English-language newspaper in Prague. Correspondence and manuscript materials which reflects his professional activities and personal contacts with many prominent intellectuals.	20.00	9/1/04	4,999	
Lieberman, Dr. E. James via Johns Hopkins Univ. Press	The Family Institute 3900 Northampton St., NW Washington, DC 20015	4 copies of books - *The Myth of the Birth of the Hero,* by Otto Rank, translated by Gregory C. Richter and Dr. E. James Lieberman		9/17/04	200	

7/21/05

Gifts-in-Kind and Deposit
to Rare Book and Manuscript Library
2004-2005

MASTER COPY

Macy, Harry Jr. (via Frank Sypher)	The Genealogical & Biographical Society 122 E 58 St. NY, NY 10022-1939	1 copy of book - *Minutes of the Coroner's Proceedings, City & County of NY.* John Burnet, Coroner, 1748-1758. Edited by Frank Sypher		10/18/04	27.50	
Mandel, Charlotte	60 Pine Drive, Cedar Grove, NJ 07009	3 grey boxes of correspondence with women poets age over 40 relating to 1st publication of their works and copies of books - Saturday Press Collection	1.50	7/20/04	150	
McKitrick, Mrs. Edyth	223 Hamilton Ave Long Branch, NJ 07740	Professional Papers of Erik McKitrick, professor of American History at Columbia University.	31.50	3/8/05	7,950	
Meade, Marion	801 West End Ave. New York, NY 10025	Additional materials to M. Meade Collection: 2 CDs; photocopies of documents and a book "Bobbed Hair and Bathtub Gin", relating to Dorothy Parker		6/7/05	50	
Momjian, Mark (Alumnus -CC'83, BA, LW' 86 JD) via J. Wilk	Schnader Attorneys at Law, 1600 Market St., Suite 3600, Philadelphia, PA 19103-7213	Original letter signed by Frederick A.P. Barnard to Prof. Julius Erasmus Hilgard dated 7/19/1875		10/2/04	75	
Munz, Barbara M.	1438 Francis Ave Upland, CA 91786-2342	Tibor Serly's Papers	3.50	1/5/04	3,500	
Osbourn, Sandra	3768 W St., NW Washington, DC 20007	A letter from Allen Ginsberg to Ms. Osbourn dated 4/30/61 from Paris, to be added to Ginsberg Papers		7/7/04	100	
Page, Tim	2842 North Calvert St. Baltimore, MD 21218	Notes and research files relating to Tim Page work on Dawn Powell - 2 storage cartons	3.00	7/1/04		To be appraised
Page, Tim	2842 North Calvert St. Baltimore, MD 21218	Manuscripts by Dawn Powell including a story and a TV script and assorted correspondence from Evelyn Scott	0.50	9/8/04	150	To be appraised
Page, Tim	2842 North Calvert St. Baltimore, MD 21218	Addition to Dawn Powell collection: Photocopies of Diaries from 1920-1965, correspondence, mss, clippings printed materials, letters from Powell to M. DeSilver letters from Edmund Wilson to Powell. Books by Powell (chiefly 1st edition) financial records; and William Cary Pond Diary.	9.50	5/4/05		To be appraised

Gifts-in-Kind and Deposit
to Rare Book and Manuscript Library
2004-2005

Paxton, Robert	460 Riverside Rd, #72 New York, NY 10027	Addition to Robert Paxton	1.00	11/4/04	300	
Prendergast, Jane	260 Sunset Ave. Englewood, NJ 07631	Kevin Prendergast Papers	24.00	2/1/05	7,200	
Rabinovich, Alex	35-46 74th St, #322 Jackson Heights, NY 11372	Boris Korbin-Krukovskii Family Papers (BAR)		12/20/04	4,999	
Samuel, Warren J.	Dept. of Economics Michigan State Univ. East Lansing, MI 48824	Arthur Z. Arnold's notes of course lectures by Prof. R.C. McCrea in 1927-28	0.25	12/14/04	75	
Saunders, Mrs. Anne L.	13 Legare St. Charleston, SC 29401	Correspondence of Beatrice Saunders with Gordon Hamilton with related biographical on Prof. Hamilton (CUSSW) and two photographs of Hamilton.	0.50	3/11/05	150	
Schaefler, Sam	219 Lakeview Place Bronx, NY 10471	Decorated Roster of 115 Regiment of NY Volunteers of Clifton, New York, ca 1862		12/6/04	3,500	APPRAISED
Swanberg, J.W.	402 Plymouth Colony Branford, CT 06405	Materials to be added to W,A, Swanberg Papers: magazine articles, 1939-1960; financial data on Swanberg's books; letters to his son J.W, Swanberg re Swanberg;s books; pulitzer prize file and publicity file	0.50	11/23/04	500	
Sypher, Francis	730 Fort Washington Ave., Apt. 1-L, NY, NY 10040	1 vol. New York State Society of the Cincinnati: Biographies by F.J. Sypher		7/20/04	200	
Trigere, Jane & Ken Schoen	Schoen Books 7 Sugarloaf St. S. Deerfield, MA 01373	2 books entitled, *Joel Barlow: The Columbia, 1809* and *Joel Barlow: Advice, 1792*		9/22/04	800	
Warren, Dorothy	30 East 68th St. New York, NY 10021	6 autographed letter signed John Gielgud to Dorothy Warren and 3-page typescript of introduction to the *Letters of Ruth Draper* edited by D. Warren dated 1978.		5/31/05	500	
Watkins-Loomis	133 E 36TH St., Suite 1 New York, NY 10016	Addition to Watkins-Loomis Papers	6.00	12/8/04	600	
Werstman, Vladimir	21-45 28th St., Apt. A-2 Astoria, NY 11105	Books, personal papers, photographs, correspondence, and ephemera (10 archival boxes)	5.00	3/15/05	4,950	

7/21/05

Gifts-in-Kind and Deposit
to Rare Book and Manuscript Library
2004-2005

MASTER COPY

NOT REPORTED TO UDAR						
Chris Coover	10 Mt. Vernon Rd. Monclair, NJ 07043	Godfrey Leland, Stuart Mason, James Whitcomb Riley, Oscar Wilde, M.C. Cooke. Autographed manuscripts of Palmer Cox, James Garfield & Laurence Hyde Rochester. Graphic Collection.		12/23/04		
Ditson Fdn.	Via Prof. Jack Beeson					**Deposit**
Grand Street Mag.	Contact: Allison Smith 214 Sullivan, Suite 6C New York, NY 10012	Addition to Grand Street Collection. Correspondence and editorial files (33 record storage cartons)	49.50	10/26/04	8,000	ON HOLD
Sid Ramin Papers	Bill Grossman 125-10 Queens Blvd., Apt.412 Kew Garden, NY 11415	Sid Ramin Papers				TO BE UNPACKED
Seymour Melman		to be unpacked				TO BE UNPACKED
Tim Page		Dawn Powell Collection - 4 archival boxes				**DEPOSIT**
Reynard, Michael						**DEPOSIT**

Guidelines: 1 record storage carton = 1.5 linear ft.; 1 archival box = 0.5 linear ft.

Valuation: Rare/Special Archive - $2000 per linear ft.
Personal Papers/Published Authors - $1000 per linear ft.
Faculty - $300 per linear ft.
Archives - $100 per linear ft.
Other valuable documents or materials - RBML Director estimates value

Prepared by: Rose Bautista 7/21/05

PUBLIC SERVICES STATISTICAL REPORT RARE BOOK MANUSCRIPT LIBRARY 2004-2005

	July '04	Aug. '04	Sept. '04	Oct. '04	Nov. '04	Dec.'04	Jan. '04	Feb. '04	Mar. '04	Apr.'04	May '04	June'04	TOTAL
Attendance	416	310	256	305	376	289	281	320	475	378	324	340	**4,070**
No. of hours open	159	110	168	168	160	152	159	160	184	168	154	164	**1,906**
Manual Circulation:													
Check Outs	1,879	1,190	1,011	1,176	1,463	757	1,054	1,020	1,758	1,481	1,831	1,370	**15,990**
Renewals	677	218	189	246	1,874	258	364	457	559	436	322	644	**6,244**
Check Ins	1,922	1,266	1,072	1,215	1,235	962	1,070	1,079	1,589	1,558	1,658	5,446	**20,072**
Orientations, Lectures, tours, etc.													
Sessions	4	2	16	21	16	9	4	22	7	7	2	1	**111**
Persons Attending	48	14	158	458	222	104	69	362	135	254	25	12	**1,861**
Daily Reference Statistics													
Directional Questions	710	181	543	473	452	392	423	341	519	370	390	425	**5,219**
Ref. quest. Incl cat. Quest	966	360	797	892	725	600	714	621	988	737	719	823	**8,942**
Consultations < 30 min	112	89	96	78	129	75	100	103	157	109	110	89	**1,247**
Consultations > 30 min	9	12	5	20	20	10	17	26	35	21	30	18	**223**
Telephone	398	315	365	355	300	262	360	290	420	326	308	362	**4,061**
Administrative	269	268	255	280	390	211	305	205	321	231	242	264	**3,241**
No. of Manuscripts Used	379,576	262,444	227,416	247,559	203,830	137,863	163,208	212,089	274,282	278,496	196,792	287,530	**2,871,085**
No. of Books Used	429	382	340	435	588	453	566	345	585	510	981	500	**6,114**
No. of BAR Mss Used	48,016	9,009	3,800	49,029	48,900	46,600	43,234	31,004	93,848	59,422	48,062	53,423	**534,347**
Total Photocopy Exposures	3,282	2,411	2,017	3,592	3,566	2,541	3,074	2,245	6,186	2,218	3,341	4,217	**38,690**
No. of Permissions Given	20	11	6	11	10	5	3	6	25	9	5	16	**127**

Prepared by: Rose Bautista

Date: Tue, 28 Jun 2005 15:27:28 -0400
From: TANYA CHEBOTAREV <tc241@columbia.edu>
To: "Jean W. Ashton" <jwa8@columbia.edu>
Subject: Re: annual report
X-Mailer: Mulberry/3.1.6 (Win32)
X-No-Spam-Score: Local
X-Scanned-By: MIMEDefang 2.48 on 128.59.29.6

Jean:

557 readers, 1025 reference questions, Tanya

--On Tuesday, June 28, 2005 2:44 PM -0400 "Jean W. Ashton" <jwa8@columbia.edu> wrote:

> Tanya:
>
> Thanks very much.
>
> Can you also provide the Bakhmeteff user and reference statistics, please?
>
> Jean

At 01:30 PM 6/28/2005, you wrote:

> Jean, in attachment please find my gifts-in-kind list for 2004 (July) - 2005 (June 30). Here is the rest:
>
> 1. Was elected a member of the New Review corporation.
> 2. Presented two papers at two conferences (SAA in August 2004 in Boston and AAASS in December 2004 in Boston).
> 3. Published a foreword for the first joint publication of the so-called "commissioned memoires" - Baron Mikhail Taube's Memoirs.
> 4. Published one article on repatriation issues for RBM.
> 5. Served as faculty advisor for two Fullbright scholars from Russia.
> 6. Processed 10 linear feet of Marshall Shulman Papers (have never been processed).
> 7. Processed 4 linear feet of Vera Blackwell Papers.
> 8. Served as a consultant at Amherst College Center for Russian Culture (Archbishop John from San Francisco Papers).
> 9. Started a microfilm project with PRD (Prince Paul Papers)
> 10.Continue working on St.Petersburg online exhibit.
>
> --On Monday, June 27, 2005 3:08 PM -0400 "Jean W. Ashton" <jwa8@columbia.edu> wrote:
>
> > Patricia has requested that we have annual reports for the department sent to her by August 15. That means I will need your reports and statistics somewhat earlier, preferably by July 15, since I will be on vacation from July 26 until August 8.

From: TANYA CHEBOTAREV <tc241@columbia.edu>
To: "Jean W. Ashton" <jwa8@columbia.edu>, bautista@columbia.edu, jg2138@columbia.edu, lawlor@columbia.edu, jbl100@columbia.edu, mko26@columbia.edu, ka2032@columbia.edu, ys289@columbia.edu, jrs19@columbia.edu, tcc46@columbia.edu, td2113@columbia.edu, kws2101@columbia.edu, ab2389@columbia.edu, crystal@columbia.edu, cwd3@columbia.edu, cal2119@columbia.edu, emn2109@columbia.edu, vf2112@columbia.edu, bl2143@columbia.edu, mm2791@columbia.edu, nk2172@columbia.edu, cs2316@columbia.edu
Subject: Re: annual report
Date-Sent: Tuesday, June 28, 2005 1:30 PM -0400

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> sent to her by August 15. That means I will need your reports and
> statistics somewhat earlier, preferably by July 15, since I will be on
> vacation from July 26 until August 8.
>
> Please send me the usual statistical reports, as well as any new
> statistics that you feel to be an effective representation of the work
> you accomplished in 2004/05. These latter figures may include: number of
> items sent offsite because of renovation, number of items requested from
> ReCAP, number of boxes packed in Boulder and sent to Columbia, etc.
>
> Please also include a very brief statement of major acquisitions in your
> area, names of exhibitions, programs, and classes that you participated
> in or created, items cataloged, finding aids created, etc.
>
> Thanks.
>
> Jean

2004-2005 BAR GIFTS-IN-KIND

1.	Prince Cantacuzene Diaries	1,5 linear feet
2.	Yaroslav Sustar Papers	4 linear feet
3.	Alan Levy Papers	20 linear feet
4.	Korvin-Krukovskii Papers	0.5 linear feet
5.	Professor Halpern Papers	17 linear feet
6.	Charles R. Crane Papers (addendum)	2 linear feet
7.	Father Vislotsky Papers	2 linear feet
8.	Benckendorf Family Papers (addendum)	0.5 linear feet
9.	Orest von Klemm Papers	2.5 linear feet
10.	Mark Popovskii Papers (addendum)	8 linear feet
11.	Elizabeth Valkenier Papers (addendum)	2 linear feet
12.	Publishing House Hermitage Records (add.)	3 linear feet
13.	Vladimir Wertsman Papers	5 linear feet

TOTAL: 68 linear feet

Annual Report, July 2004 – June 2005
By Jane Gorjevsky

Carnegie Collections Reference Statistics

	Researchers	Reference Requests
CCNY	120	222
CEIP	19	64
CFAT	9	9
CCEIA	6	9
Total	152*	304

*Some readers used more then one collections
Number of pages photocopied from the Carnegie Collections: 4,604
Number of pages from the Carnegie Collections prepared for microfilming (filming in progress): 8,034

Carnegie Collections Reading Room Statistics

Collection	Visits	Boxes Used	Volumes Used
CCNY	55	236	42
CEIP	27	77	207
CFAT*	0	0	0
CCEIA	4	2	0
Total	86	152	249

* CFAT collection is unprocessed and available to researchers by special arrangement only

General Manuscripts Reference Statistics: answered 58 email reference requests from 52 researchers.

Major Acquisitions

- Papers of Dr. David Hamburg, CCNY President 1982-1997 (293 containers, approximately 450 linear feet of material)– prepared box-level inventories, barcoded the containers and arranged for shipment to RECAP from multiple locations in New York and New Jersey.
- Additions to the CCNY collection: printed materials, newspaper clippings, and 1997-2003 board meeting minutes

Processing Projects:

- Processed over 100 record storage cartons (about 150 lin. feet) of CCNY 1994-1998 Grant Files (with help from student assistants)
- Created digital indices for selected microfilm reels, and for major correspondence of Carnegie Endowment for International Peace Secretary's office. (with help from student assistants)

- Processed over 30 oversized volumes from CCEIA collection and integrated them into the RBML flat box series
- Ordered and inspected new master microfilms for 84 16 mm reels and 101 microfiche from the Carnegie Collections existing in microfilm format only.

Outreach:

- Delivered presentation "Americanization Studies: Documenting Immigrants and Government Policies through Private Philanthropy Archives", based on holding from the CCNY and CEIP collections during 2004 Annual meeting of the Society of American Archivists. The paper is scheduled to be published in *Slavic and East European Information Resources* in November-December 2005.
- Selected four items from the Carnegie Collections for Treasures exhibit and prepared exhibit labels
- Designed and developed the Carnegie Collections website (http://www.columbia.edu/cu/lweb/indiv/rbml/collections/carnegie/index.html), providing description of the collections, historical notes, and links to online finding aids.

Other projects:

- Supervised RBML student assistants in quality control of the scanned RBML general manuscript collections finding aids
- Processed the RBML microfilm backlog, edited and migrated the microfilms database to MS Access.
- Implemented additions and changes to the RBML website upon requests from the RBML staff.

Annual Report 2004/2005

Exhibitions, Events and Classes in RBML
July 2004 – June 2005

Exhibitions:

March – August, 2004
"The Intrinsic Other: The Life and Work of John Howard Griffin"
"Thomas Merton Photographs and Art"

September, 2004 – February, 2005
"Jewels in her Crown: Treasures from the Special Collections of Columbia's Libraries"

March - July, 2005
"The Quintessential Ellery Queen: Celebrating the Centennials of Frederic Dannay and Manfred B. Lee"

Events:
September 23, 2004
School of Library Service Alumni/ae Reception

October 7, 2004
Opening reception for "Jewels in her Crown: Treasures from the Special Collections of Columbia's Libraries"

Saturday, October 16, 2004
Special tour of "Jewels in her Crown" for a few members of Barnard, Class of 1942

October 19, 2004
Maureen Howard reading and reception, Writing Division, School of the Arts

November 30, 2004
Grolier Club tour of "Jewels in her Crown"

January 25, 2005
Annual Book Arts Lecture, Gerald Beasley

March 8, 2005
Launching of Urban Web Site, Butler 523 with selected Urban items in room

March 28, 2005
Patty O'Toole reading and reception, biography of Theodore Roosevelt, Writing Division, School of the Arts

April 21, 2005
Friends of the Library, 12th Century Manuscript event and reception

April 22, 2005
Columbia College Reception, Dean Quigley

April 28, 2005
Ellery Queen Symposium and exhibition opening of "The Quintessential Ellery Queen: Celebrating the Centennials of Frederic Dannay and Manfred B. Lee"

Classes:
July 2004
NEH Seminar, Renaissance Books & Manuscripts, A. Rabil, English Dept.
Introduction to Rare Books & Manuscripts, M. Laird

September, 2004
Oral History class, Mary Marshall Clark

September, October 2004
Susan Boynton, Medieval Music Notation seminar
(met in RBML 6 times, October/November)

October, 2004
History Graduate Students, orientation to RBML, Betsy Blackmar
Historian's Craft, Kenneth Jackson
James Joyce seminar, Michael Seidel
The School, 3 groups of Third Grade Students
Islam and South Asian History Class, Fran Pritchard

November, 2004
Introduction to Rare Books & Manuscripts, New York University, Arthur Schwartz
Typography Class, Paul Shaw
Medieval English Literature, P. Dailey

December, 2004
Contemporary Civilization, Robert Lifsa

February, 2005
Kant, Hegel and the Enlightenment, Massimo Grassia
Contemporary Civilization, Ellen Wurtzel
Library School Class, Duane Watson
Oral History Class, Leo Spitzer and Ron Greeley
Spanish Medieval Class

March, 2005
Jr. History Majors, Kathryn Graudal
West Side Story, Sid Ramin Collection, Music Arranging Seminar, Peter Rothbard, Ithaca College
Islam and South Asian History Class, Fran Pritchard
Medieval Class, English Department

April, 2005
English Civil War, Adam Smyth
Classics, David Ratzan
Medieval Class, Rust
James Joyce Lecture Class, Michael Siedel
Medieval Class, Somerville

May, 2005
Medieval Class, Somerville
Archeology Students, Nan Rothschild

Total: 34 classes
Note – It is current RBML policy to have a member of the professional staff present at all times while RBML material is being used in a room other than the RBML Reading Room. We have recently learned that this not the policy at some of our most respected peer institutions, including the Beinecke Library and the Houghton Library. However, the RBML staff has been of the opinion that it is only right and proper to handle our materials in a way that insures their safe use. In addition to issues of theft, use of RBML materials in a class room situation exposes that material to damage even under the best of circumstances. In addition to staff time constraints, the number of classes accommodated this year is lower for the following reasons: many Lit Hum and CC classes chose to come and view the "Jewels in her Crown" exhibit without holding a separate class in RBML; and our time was significantly constrained by the ongoing RBML stack renovations, and the additional time required to handle matters relating to use of offsite storage materials, including issues related to the fact that our "legacy" finding aids are still not available online.

Foreign readers, July 2004-June 2005

England	36
Russia	21
Japan	20
France	19
Canada	17
Italy	17
Germany	13
China	7
Scotland	7
Australia	4
Israel	4
Spain	3
Turkey	3
Austria	2
Hungary	2
Slovakia	2
Sweden	2
Belgium	1
Denmark	1
Estonia	1
Finland	1
Hong Kong	1
Ireland	1
Korea	1
Lithuania	1
Netherlands	1
Norway	1
Poland	1
Portugal	1
Switzerland	1
Ukraine	1
Wales	1

Annual Report, 1 July 2004-30 June 2005: Medieval and Renaissance Sector

Purchases

In the fall of 2004, we were able to acquire a superb late 11th-early 12th century manuscript of canon law, now catalogued as Western MS 82; it is a codex of signal textual importance and of earlier date than anything that has come to Columbia since the bequests of George A. Plimpton (1936) and David Eugene Smith (1940). The purchase was made possible with exemplary fusion of resources from the Library itself, from RBML and from the Kristeller Endowment. A few months later, a 13th century papal bull, in good condition and with its leaden seal still attached, came on the market; after several years of looking for such an item, we were especially pleased with this purchase. In spring, 2005, we purchased another complete codex: this is a 15th century Italian miscellany with *laude* in Italian and with polyphonic music (otherwise held by us in only three fragments). Again, cooperation between various units –in this case, RBML and the Music Library– allowed us to put together the required funds. In all three cases, the choice of materials was dictated by specific teaching and research interests of Columbia's faculty (one of the fundamental points in the Collection Development Policy), and in these purchases we acquired, not fragments as we often are forced to do, but essentially complete books or, in the case of the papal bull, an integral item. It's difficult to imagine how coming years could match the stellar acquisitions of this year.

Collaboration with the Ancient and Medieval Selector (K. Green) has proved to be dynamic and productive to both parties. Her support was crucial, for example, in initial feelers towards the eventual purchase of Western MS 82; she also helped evaluate and determine our bid at auction for a complete set of the edited volumes of the Wycliffite Bible (now housed in Rare Books).

Gifts

During this fiscal year, we have received several gifts of early non-print materials. A two-part gift at the end of 2004 contained numerous items of non-European and / or early Christian origin: a ghul stick, an incantation bowl, a scrap of cloth with writing in Demotic, a piece of wood with an Egyptian hieroglyphic, and so forth. Another donor gave us four leaves from a late 15th century Genoese choir book, in lovely condition and with fine penwork initials.

The Kristeller Surrogates Collection received a surprising gift this year, all the more satisfactory as it was unexpected. Prof. Robert Raymo (NYU, English) donated his collection of microfilms of Middle English manuscripts to RBML because he was aware of our successful work to make the Kristeller microfilms available and protected at the same time.

Classes

Since medieval and renaissance books are a chronological rather than a subject-based category, they are of interest to a very broad swath of the academic community. The past year has seen classes in RBML using this primary material from the departments of Classics, English, History, Music, Religion; the class levels range from elementary (the second-graders from The School), to undergraduate, to graduate. They come here, given the excellence of the collection, not just from Columbia but also from Fordham, NYU, the Palmer Library School and an NEH-funded summer seminar, "Worlds of the Renaissance." Almost all of the classes worked with both manuscripts and incunables.

Gifts-in-Kind and Deposit
to Rare Book and Manuscript Library
2004-2005

Donor's Name	Address	Gifts	Linear ft.	Date Rec'd	Estimated Value	Remarks
Alpern, Andrew	Architect & Atty at Law 315 Eighth Ave. New York, NY 10001	3 books, materials relating to Madame V.K. Wellington Koo, framed color photograph		2/16/05	$445	
Anderson, Thelma (F)	29 Claremont Ave., 4N New York, NY 10027	Quentin Anderson's professional papers	27.5	7/5/04		TO BE APPRAISED
Anderson, Thelma (F)	29 Claremont Ave., 4N New York, NY 10027	Additional materials to Quentin Anderson papers	1.5	5/10/05	$450	
Baker, Martha	73-22 173rd St. Fresh Meadows	Martha Baker Papers	21	12/12/04	$21,000	
Barnard College	Contact: Maire Jaanus English Dept., Barnard	Reel to reel tape recordings, poets and authors readings from their works (2 large boxes)	4	5/18/05	$400	
Barzun, Jacques	18 Wolfeton Way San Antonio, TX 78218	Addition to Jacques Barzun papers	0.5	2/3/05	$150	
Block, David and Shiu-min	40-1 Ettl Lane Greenwich, CT 006831	Approx 230 books, 77 prints and artworks, and 16 letters relalting to the graphic work of Sir William Nicholdson (1872-1949)		4/4/05	$82,510	Part gift, part purchase
Boehm Foundation	Contact: Judy Austermiller, Exec. Dir. 500 Fifth Ave. NY, NY 10110-0296	The Boehm Foundation Papers	16.5	3/31/05	$1,650	
Borchardt, George	430 E 57 St. New York, NY 10022	Addition to Borchardt Literary Agency file	25.50	10/5/04	2,550	
Cantacuzene, Princess Pamela	410 Richmond A. Deerfield Beach, FL 33442	Handwritten diaries of Prince Cantacuzene, Count Speransky Families with drawings, in French, English and Russian - 2 archival boxes	1.00	8/27/04	4,950	Value given by Donor;
Carnegie Corporation of New York (CCNY)	437 Madison Avenue New York, NY 10022	CCNY Board & Committee Minutes of Meeting - 4 record storage cartons; Home trust - 3 record storage cartons (gift from Carnegie Hall and purchase by CCNY from Viao Biaggio)	10.50	7/24/03	1,050	Not reported last year

Gifts-in-Kind and Deposit
to Rare Book and Manuscript Library
2004-2005

Carnegie Corporation of New York (CCNY)	437 Madison Avenue New York, NY 10022	Grants Files - 1994-1998 to be added to CCNY Collection - 133 record storage cartons	199.50	11/23/03	19,950	Not reported last year
Carnegie Corporation of New York (CCNY)	437 Madison Avenue New York, NY 10022	Photographs to be added to CCNY Collection - 1 record storage carton	1.50	1/20/04	150	Not reported last year
Carnegie Corporation of New York (CCNY)	437 Madison Avenue New York, NY 10022	CCNY - Home Trust (purchase from Dan Gallic by CCNY) to be added to CCNY collection - 3 record storage cartons	4.50	4/30/04	450	Not reported last year
Chiu, Kai-Yun	10615 Lancewood Rd. Cockeysville, MD 21030	Political papers of Chung -Wei Chiu	0.50	2/22/05	500	
Chrystie, Thomas	P.O. Box 640 Wilson, Wyoming 83014	Chrystie Family Papers		4/26/05		TO BE APPRAISED
Columbia Univ. Club of Philadelphia	via Mark M. Momjian Schnader Attorneys at Law, 1600 Market St. Ste 3600 Philadelphia, PA 19103	An ALS to William Hallock to Cleveland Abbe. To be added to Columbiana General Manuscripts.		3/18/05	250	
Don Congdon Associates	156 5th Ave., Suite 625 New York, NY 10010	Addition to Don Congdon Associates Papers	6.00	1/20/05	600	
Duncan, Ben	102 Grange Rd. Cambridge CB3 9AA England	Personal Papers of Ben Duncan - 1 archival box	0.50	3/28/05	140	
Eltchaninoff, Alexandre	91 Rue Olivie de Surres Paris 75015	Orest von Klemm Papers (BAR)		6/2/05	4,500	
Fry, Annette	680 West Ennd Ave., Apt. 4C New York, NY 10025	Letchwork Village Papers - 2 boxes	1.00	2/7/05		
Garretson William	4787 Essex Drive Doylelsltown, PA 18901	Books and Manuscripts of A.W. Grabau		4/29/05	475	
Garrett, Thomas (via Julia Vinicus, CU Alumni Affairs Office)	32 Shepard St., Apt. 23 Cambridge, MA 02138	Copies of programs from 1949-58 to be added to Columbia Theater Associates Collection	0.25	9/8/04	25	

Gifts-in-Kind and Deposit
to Rare Book and Manuscript Library
2004-2005

Gibson, Aleksey	1705 Lanier PL, NW Apt. 406 Washington, DC 20009	Aleksey Vislocky papers (BAR)		1/5/05	4,000	
Halpern, Joel M.	580 Market Hill Rd. Amherst, MA 01002	Joel & Barbara Halpern Papers		8/6/04		TO BE APPRAISED
Heiskell, Mrs. Marian	New York Times, 11 Fl. 229 West 43 St. New York, NY 10036	Andrew Heiskell Papers - 2 boxes	3.00	3/1/05	300	
Jacob, Phoebe	325 E 79 St., #6D New York, NY 10021	Addition to Phoebe Jacob Papers - materials relating to Louis Armstrong Educational Foundation		11/4/04	450	
Klingon,Gerald H.	1775 York Ave., #113 New York,NY 10128	30 volumes dating from 1630 to 1942, mostly European literature and works on Canada; also 20 prints of Canadian scenes.		12/2/04	1,600	
Kohl, Benjamin G.	One Bay Biew Rd., #8 P.O. Box 166 Betterton, MD 21610	35 letters from Paul Kristeller to be added to Kristeller Papers	0.25	3/23/05	25	
Landers, Dr. David	67 North Hillside Place Ridgewood, NJ 07740	David Lander's Ancient Writing collection		12/27/05	41,000	Appraised
Lebowitz, Mrs. Anne	25 Martine Ave. White Plains, NY 10606	Books from library of Martin Lebowitz (193 volumes) consisting chiefly of philosophy, literature, chess, & art history books.		12/17/04	4,810	
Levitt, Arthur	43 Owenoke Park Westport, CT 06880	8 video tapes of speeches from 1999-2000 to be added to Arthur Levitt's collection	0.50	9/17/04	400	
Levy,Valerie	Andrstova 5 18000, Praha-8 Czech Republic	Personal Papers of Alan Levy, founding editor-in-chief of The Prague Post, the 1st English-language newspaper in Prague. Correspondence and manuscript materials which reflects his professional activities and personal contacts with many prominent intellectuals.	20.00	9/1/04	4,999	
Lieberman, Dr. E. James via Johns Hopkins Univ. Press	The Family Institute 3900 Northampton St., NW Washington, DC 20015	4 copies of books - *The Myth of the Birth of the Hero,* by Otto Rank, translated by Gregory C. Richter and Dr. E. James Lieberman		9/17/04	200	

Gifts-in-Kind and Deposit
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Macy, Harry Jr. (via Frank Sypher)	The Genealogical & Biographical Society 122 E 58 St. NY, NY 10022-1939	1 copy of book - *Minutes of the Coroner's Proceedings, City & County of NY.* John Burnet, Coroner, 1748-1758. Edited by Frank Sypher		10/18/04	27.50	
Mandel, Charlotte	60 Pine Drive, Cedar Grove, NJ 07009	3 grey boxes of correspondence with women poets age over 40 relating to 1st publication of their works and copies of books - Saturday Press Collection	1.50	7/20/04	150	
McKitrick, Mrs. Edyth	223 Hamilton Ave Long Branch, NJ 07740	Professional Papers of Erik McKitrick, professor of American History at Columbia University.	31.50	3/8/05	7,950	
Meade, Marion	801 West End Ave. New York, NY 10025	Additional materials to M. Meade Collection: 2 CDs; photocopies of documents and a book "Bobbed Hair and Bathtub Gin", relating to Dorothy Parker		6/7/05	50	
Momjian, Mark(Alumnus - CC'83 BA, LW '86 JD) (via Jocelyn Wilk of Univ. Archives)	Schnader Attorneys at Law, 1600 Market St., Suite 3600, Philadelphia, PA 19103-7213	Original letter signed by Frederick A.P. Barnard to Prof. Julius Erasmus Hilgard dated 7/19/1875		10/2/04	75	
Munz, Barbara M.	1438 Francis Ave Upland, CA 91786-2342	Tibor Serly's Papers	3.50	1/5/04	3,500	
Osbourn, Sandra	3768 W St., NW Washington, DC 20007	A letter from Allen Ginsberg to Ms. Osborn dated 4/30/61 from Paris, to be added to Ginsberg Papers		7/7/04	100	
Page, Tim	2842 North Calvert St. Baltimore, MD 21218	Notes and research files relating to Tim Page work on Dawn Powell - 2 storage cartons	3.00	7/1/04		To be appraised
Page, Tim	2842 North Calvert St. Baltimore, MD 21218	Manuscripts by Dawn Powell including a story and a TV script and assorted correspondence from Evelyn Scott	0.50	9/8/04	150	To be appraised
Page, Tim	2842 North Calvert St. Baltimore, MD 21218	Addition to Dawn Powell collection: Photocopies of Diaries from 1920-1965, correspondence, mss, clippings printed materials, letters from Powell to M. DeSilver letters from Edmund Wilson to Powell. Books by Powell (chiefly 1st edition) financial records; and William Cary Pond Diary.	9.50	5/4/05		To be appraised

Gifts-in-Kind and Deposit
to Rare Book and Manuscript Library
2004-2005

Paxton, Robert	460 Riverside Rd, #72 New York, NY 10027	Addition to Robert Paxton	1.00	11/4/04	300	
Prendergast, Jane	260 Sunset Ave. Englewood, NJ 07631	Kevin Prendergast Papers		2/1/05	7,200	
Rabinovich, Alex	35-46 74th St, #322 Jackson Heights, NY 11372	Boris Korbin-Krukovskii Family Papers (BAR)		12/20/04	4,999	
Samuel, Warren J.	Dept. of Economics Michigan State Univ. East Lansing, MI 48824	Arthur Z. Arnold's notes of course lectures by Prof. R.C. McCrea in 1927-28	0.25	12/14/04	75	
Saunders, Mrs. Anne L.	13 Legare St. Charleston, SC 29401	Correspondence of Beatrice Saunders with Gordon Hamilton with related biographical on Prof. Hamilton (CUSSW) and two photographs of Hamilton.	0.50	3/11/05	150	
Schaefler, Sam	219 Lakeview Place Bronx, NY 10471	Decorated Roster of 115 Regiment of NY Volunteers of Clifton, New York, ca 1862		12/6/04	3,500	APPRAISED
Swanberg, J.W.	402 Plymouth Colony Branford, CT 06405	Materials to be added to W,A, Swanberg Papers: magazine articles, 1939-1960; financial data on Swanberg's books; letters to his son J.W, Swanberg re Swanberg;s books; pulitzer prize file and publicity file	0.50	11/23/04	500	
Sypher, Francis	730 Fort Washington Ave., Apt. 1-L, NY, NY 10040	1 vol. New York State Society of the Cincinnati: Biographies by F.J. Sypher	200.00	7/20/04	200	
Trigere, Jane & Ken Schoen	Schoen Books 7 Sugarloaf St. S. Deerfield, MA 01373	2 books entitled, *Joel Barlow: The Columbia, 1809* and *Joel Barlow: Advice, 1792*		9/22/04	800	
Warren, Dorothy	30 East 68th St. New York, NY 10021	6 autographed letter signed John Gielgud to Dorothy Warren and 3-page typescript of introduction to the *Letters of Ruth Draper* edited by D. Warren dated 1978.		5/31/05	500	
Watkins-Loomis	133 E 36TH St., Suite 1 New York, NY 10016	Addition to Watkins-Loomis Papers	6.00	12/8/04	600	
Werstman, Vladimir	21-45 28th St., Apt. A-2 Astoria, NY 11105	Books, personal papers, photographs, correspondence, and ephemera (10 archival boxes)	5.00	3/15/05	4,950	

Gifts-in-Kind and Deposit
to Rare Book and Manuscript Library
2004-2005

NOT REPORTED TO UDAR						
Chris Coover						
Ditson Fdn.	Via Prof. Jack Beeson					Deposit
Grand Street Mag.	Contact: Allison Smith 214 Sullivan, Suite 6C New York, NY 10012	Addition to Grand Street Collection. Correspondence and editorial files (33 record storage cartons)	49.50	10/26/04	8,000	ON HOLD
Sid Ramin Papers	Bill Grossman 125-10 Queens Blvd., Apt.412 Kew Garden, NY 11415	Sid Ramin Papers				TO BE UNPACKED
Seymour Melman		to be unpacked				TO BE UNPACKED
Tim Page		Dawn Powell Collection - 4 archival boxes				DEPOSIT
Reynard, Michael						DEPOSIT

Guidelines: 1 record storage carton = 1.5 linear ft.; 1 archival box = 0.5 linear ft.

Valuation: Rare/Special Archive - $2000 per linear ft.
Personal Papers/Published Authors - $1000 per linear ft.
Faculty - $300 per linear ft.
Archives - $100 per linear ft.
Other valuable documents or materials - RBML Director estimates value

Columbia University Oral History Research Office: Annual Report (2004-05)

This has been an active and productive year for the Oral History Research Office [OHRO], as we have transitioned from the fieldwork phase of our September 11th projects, completed partnership projects with universities and museums we collaborated with to create oral histories and public programs since 2001, as well as taken on new projects to create intellectual and digital resources for the Libraries, the University and the public at large.

What follows is the history of our accomplishments this year, with emphasis on the September 11th projects, with 04-05 accomplishments and deliverables highlighted in bold text.

I. September 11, 2001 Fieldwork and Programs:

The September 11, 2001 Oral History Narrative and Memory Project

New Interviews in'05: 40 audio/10 video [106 hours]

During the spring of 2005, the staff of OHRO conducted 50 additional interviews for this project, our central project documenting New Yorkers' experiences of September 11th. Ten of these interviews were videotaped, creating the basis for a digital archive of national importance. This completes our work for the grant from the Rockefeller Foundation.

History of the Project:

The Columbia University Oral History Research Office [OHRO], in collaboration with the Institute for Social and Economic Research and Policy [ISERP] at Columbia University has undertaken a major oral history project on the events and aftermath of September 11, 2001. The co-directors of the project are Mary Marshall Clark and Peter Bearman, director of ISERP. Within the first year of the project over four hundred interviews were conducted with a wide variety of people who were affected directly and indirectly by the catastrophe. Two hundred follow-up interviews were conducted in the winter and spring of 2002, in order to allow those we interviewed in the first year to speak about the effects of their experiences over time. The objective of the project was to gather as many different individual perspectives on the impact of September 11th as possible, and to allow people to speak about their experiences outside the frameworks quickly developed by official media and government accounts. The life history interviews were conducted over a broad spectrum of ethnic and professional categories, including those who were discriminated against in the aftermath and those who lost work or who were unable to work. Interviews include large clusters of people directly affected at or near the site of the towers, as well as immigrants and Muslims from a variety of domestic and international communities. Artists whose work was disrupted in the aftermath of September 11th were also interviewed. The project was supported by the

National Science Foundation, the Rockefeller Foundation and Columbia University, as well as generous friends of the Oral History Research Office and volunteer interviewers and consultants. The interviews are now being processed, and will be open to the public as soon as the majority of those we have interviewed sign releases governing their use.

The September 11, 2001 Response and Recovery Oral History Project

New Interviews in '05: 6 audio/1 video [11 hours]

Narrating Catastrophe through Oral History: A Guide for Fieldworkers
By Mary Marshall Clark and Gerry Albarelli, with Sharon Kofman and Carole Tarantelli

This 125 page-guide for oral historians, journalists and human rights workers documenting catastrophe was written in collaboration with Dr. Sharon Kofman and Dr. Carole Tarantelli, experts in working with victims of trauma. The Guide was the basis for discussions in the 2005 Summer Institute, and will be field-tested in Bosnia at the Research and Documentation Center in 2006. We will seek to publish the Guide in the coming year.

History of the Project:

The New York Times 9/11 Neediest Fund, directed by Jack Rosenthal, awarded the Oral History Research Office a grant in the summer of 2002 to undertake a project documenting the experiences of professionals who responded to the major urban crises generated by the events of September 11th. Over the past three years, we have conducted sixty-five interviews with leading responders in the fields of philanthropy, trauma services, unemployment relief, law and education. These interviews are currently being processed and will be open to the public during the fall of 2005. The project also supported the creation of a public schools initiative (see the Telling Lives project) and the writing of a guide for interviewers using oral history to document the effects of catastrophe.

The Telling Lives Program

This program, the first public history program of the OHRO since its founding in 1948, began with a grant from the New York Times Foundation in 2002 to interview Ironworkers and work in 9/11 affected schools to develop public dialogues, and was expanded into a formal schools-program through a grant from the ChevronTexaco Foundation in 2003 (partnering with NYU Child Study Center and Museum of Chinese in the Americas). It includes dissemination as well as fieldwork components, as this report indicates.

New Interviews in '05: 10 audio, 2 video (25.5 hours)

Telling Lives through Oral History: A Guide for Educators
By Gerry Albarelli and Amy Starecheski

This 125-page guide for teachers using oral history in the classroom was the result of two grant projects and a semester-long in-school program in two Chinatown schools, reaching 240 youth in 8 classrooms. The Guide's success is marked by the continuance of the oral history program in both schools and interest by the Department of Education in using it for their 6th grade curriculum. We plan to digitize the Guide over the coming year, and make it available on our website as a free download.

Other deliverables:

Exhibit of Student Artwork, Interviews, 2003: Museum of Chinese in the Americas
Exhibit Café Mocha, Mott Street, Chinatown, 2004
Seven student-produced books, illustrated and written by middle school youth.
One video, "Chinatown Lives," produced by middle school youth in collaboration with Downtown Community Television

History of the Program

The New York Times 9/11 Neediest Fund awarded another grant to the Oral History Research Office in the summer of 2002 to develop oral history-based public programs designed to support the recovery of communities deeply affected by the September 11th events. The Telling Lives Oral History Program is an innovative collaboration between leaders in the fields of oral history, education, mental health and public history that has evolved into several public history and educational programs over the last three years.

The New York Times grant allowed for the creation of a three pilot projects: one on the role of the Ironworkers of Local 40 in building the World Trade Center and at Ground Zero, and two after-school programs using oral history to allow youth to explore the meaning of September 11th through dialogue. The first after school program was implemented at the School for International Studies in Brooklyn where the school community had been split by ethnic tension in the aftermath of September 11th. Seventh graders worked together in an after-school program directed by educators Amy Starecheski and Gerry Albarelli to conduct life history interviews with diverse elders in their neighborhood and to present their favorite stories in a booklet: Brooklyn Stories. At Dr. Sun Yat Sen Middle School 131 in Manhattan's Chinatown, the Oral History Research Office partnered with the Museum of Chinese in the Americas to help students create a multimedia museum exhibit: Living through History, based on interviews they conducted with local elders.

The ChevronTexaco Foundation then awarded a major grant to create a partnership between the New York University Child Study Center, Downtown Community Television, the Museum of Chinese in the Americas, and the Oral History Research Office. In the spring of 2004, the partners collaborated to bring oral history into eight middle school classrooms in New York City's Chinatown and to bring the students' work back out into the community. The Chinatown Telling Lives Project aimed to use oral history to strengthen the Chinatown community and the participating institutions and

individuals. Each class produced either a full color book featuring their interviewees' stories alongside their own artwork and reflections or a professionally edited video documentary. That project culminated in a multimedia exhibit at Silk Road Mocha, a popular Chinatown internet café. It also yielded approximately 50 interviews that the youth conducted with community elders and activists, now being processed for deposit into the Libraries.

Based on this work, the Oral History Research Office has developed the guide mentioned above, *Telling Lives through Oral History: A Guide for Educators*, which gives educators tools to guide students through the process of creating a research project, learning to interview, conducting and analyzing oral history interviews, and producing a public presentation of their work. The curriculum is designed to be customized to fit into each classroom teacher's existing curriculum, and is suitable for use in English, Social Studies, or interdisciplinary classes, at any grade level. The Guide is now being tested and refined in several schools and other educational sites, and will be available online in 2006.

The Telling Lives Program is now a permanent program of the Oral History Research Office, devoted to using oral history for community outreach, education and advocacy especially in settings that are under-resourced.

The Chinatown Documentation Project

Outreach and Collaboration

The primary purpose of this multi-institutional partnership was to share the strengths of the major universities engaged in documenting the events of September 11, 2001 in interpreting the impact of the events on Chinatown: building up the capacities of the Museum of the Chinese in the Americas [MoCA] to conduct its own oral history programs. OHRO's role was to support MoCA in conducting interviews and archiving them. The partnership/deliverables are effectively described on the url, below:

http://911da.org/chinatown/

History of the Project

The Rockefeller Foundation supported this collaboration between the Museum of Chinese in the Americas, The City University of New York 9/11 Digital Archives, New York University's Asian/Pacific/American Studies Program, and the Oral History Research Office. The Chinatown Documentation Project aims, through recorded oral histories and public programming, to foster thoughtful community conversations and reflections on the consequences of September 11 for Chinatown and its residents. The Chinatown Documentation Project will present these searchable, videotaped oral histories over the internet so that they might serve as a resource for the community's articulation of its identity and defining of its future. The interviews are also archived at the Museum of Chinese in the Americas and the Library of Congress. A DVD of excerpts from the

interviews and an accompanying curriculum guide, developed primarily by MoCA staff, will soon be available to educators and others. The Chinatown Documentation Program allowed the Oral History Research Office to solidify its long-standing relationship with the Museum of Chinese in the Americas, enabling oral history to embrace the challenges of working cross-institutionally to support community cultural development and educational outreach.

The September 11, 2001 Public Health Oral History Project

The September 11, 2001 Public Health Oral History Project consists of 34 interviews, most of which are released and now available, with individuals from various governmental and not-for-profit organizations. The majority of the interviewees were employed in various capacities by the New York City Department of Health and Mental Hygiene. Interviews were conducted with individuals from the following organizations: Centers for Disease Control, New York City Health and Hospitals Corporation, 9/11 United Services Group, Health Committee of the New York State Assembly, Mount Sinai Hospital, Mailman School of Public Health of Columbia University, School of Social Work of the City University of New York, Safe Horizon, Community Health Works and the Council of Senior Centers and Services of New York City. The interviews were conducted between January and November 2002 by Dr. David Rosner and Dr. Nancy van Devanter of the Columbia School of Public Health as well as others working under their direction. The creation of the project was supported by a grant from the Robert Wood Johnson Foundation to the Columbia School of Public Health.

II. Biographical Interviews and Interviewing Projects

The John B. Oakes Oral History Project

John B.Oakes, editorial writer and columnist for the *New York Times,* was interviewed by Mary Marshall Clark as part of a multi-year longitudinal life history that began in the 1960s. The interview offers unique insight into the dynamics of the family ownership of the paper (JBO was the nephew of Adolf Ochs). Over the past year, grant funds were used to digitize the entire interview with Mr. Oakes. With permission of his family the interview will be included in the *Notable New Yorker Series* for the digital library program. To conclude the project, Gerry Albarelli interviewed Joby Warrick, Pulitzer Prize winning reporter for the Washington Post, who won the John B. Oakes award in environmental reporting, as well as Joan Konner, who served as part of the John B. Oakes Award jury.

The John Kluge Project

In January of '05, Lee Bollinger requested that Mary Marshall Clark conduct a life history of John Kluge, media executive, businessman and philanthropist (CU alumna and donor). During the spring, Ms. Clark has conducted 20 hours of interview, and directed the videography for the project which now includes a total of thirty hours of footage including Mr. Kluge's interview as well as footage of his estates and art collections in

West Palm Beach and Virginia. The budget of $100,000 was funded by Columbia University. The video interview was completed under budget, which will allow the Office to shoot interviews with Kluge fellows in September, 05. The Kluge family is very pleased with the project and the Kluge Foundation wants to contribute the funds necessary to have Galen Films edit the footage into a DVD, for deposit in the OHRO as well as for dissemination over a website.

The William T. Golden Project

Over the last year, Mary Marshall Clark has continued to interview Mr. Golden, science advisor to President Truman and a philanthropist and businessman who has supported the advancement of science and culture in New York City as well as nationally. The interview will conclude in the fall of 2006, with a total of more than 20 hours conducted. Close colleagues of Mr. Golden will also be interviewed with funds remaining in the project. The project is funded by the Bay and Paul Foundation.

IPTAR [Institute for Psychoanalytic Training and Research]; extension of the Bluma Swerdloff Project on the History of the Psychoanalytic Movement

Over the past year, OHRO has completed interviews with founders Daisy Franco, Lillian Gordon, Myra Kushan and May Fine Lipson. IPTAR is an internationally renowned institute founded in 1960 to preserve the methods of Freudian followers as American psychotherapy was exploring new and experimental methods. The project is funded by the New-Land Foundation. An additional interview with Dr. Norbert Freidman, completing the work of the grant, will be conducted in the fall of 2005.

The Columbia University Women in Law Oral History Project

During the summer of 2004, Ronald J. Grele, director emeritus of OHRO, conducted video oral histories with Supreme Court Justice Ruth Bader Ginsburg, and Sylvia Corrado, of Rome Italy. These interviews are part of an ongoing project funded by the Columbia Law School documenting the history of Columbia alumnae.

The Archibald Cox Oral History Project

The Supreme Court Historical Society has authorized OHRO to use the remaining funds from this grant to document the experiences of the Special Prosecutor during the Nixon presidency – to digitize the interview and disseminate it to the public via the OHRO website. We are seeking express permission from the family to do this, and expect to publish the interview in winter 2005.

The Atlantic Philanthropies Oral History Project

The Atlantic Philanthropies, funded by billionaire Charles F. Feeney, awarded OHRO/the Libraries a grant of $1.2 million to conduct 560 hours of interview documenting the entrepreneurial and philanthropic vision of Mr. Feeney and his closest collaborators. This

project, in scope and support, represents an important new direction for OHRO as we are funded in a way that allows the project to achieve ambitious goals in a realistic manner. Over the last three months, the project staff has been hired and work has begun on research, contacting and scheduling interviewers and negotiating rights. The interviewing on the project is being conducted with state-of-the-art digital recorders, setting new standards for the field and the Office.

III. Digital Collection Projects

Notable New Yorker Series

The Digital Libraries division has allotted funding to digitize and disseminate 10 *Notable New Yorkers* as part of its programs for 2004-05. The project includes long biographical interviews with Frances Perkins, first woman to head the Department of Labor; television personality and publisher Bennett Cerf; former Mayor Edward I Koch; labor activist Moe Foner; psychologists and educators Kenneth and Mamie Clark; philanthropist and health reformer Mary Lasker; publisher and author Andrew Heiskell; editorial writer and columnist John B. Oakes and media executive Frank Stanton.

The Digital Libraries team is working with DKV to create a portal for the series, which will include a general essay on the series, individual biographies, photographs and other descriptive text. The series will be the first step in transforming OHRO's mission for public outreach through digital dissemination.

Carnegie Corporation Oral History Project

Our interviewing is complete on the CCNY project, and the Foundation has authorized us to use the $41,985.84 in remaining funds to digitize portions of audio and video interviews taken, in order to create more public knowledge and understanding of the Foundation's role in American philanthropy. We are currently in the process of designing this site, and once we have the concept ready, by the end of September 05, we will look for a partner in the digitization process (DKV is one option, but we will look elsewhere as well). We will work closely with CCNY throughout the process of selecting interviews, and setting the context for how the collections should be described.

IV. Education and Programs

OHRO has continued to provide its standard forums for teaching oral history, the graduate course taught by Mary Marshall Clark in the History Department, as well as our annual Summer Institute in Oral History. See below for descriptions of the annual 2004 and 2005 programs:

July 12-23, 2004
Constructions of Race and Ethnicity from Past to Present: Negotiating Collective Memories through Oral History

The 2004 institute was attended by 22 fellows from around the country and from Europe. Presentation topics included: Testimony, Narrative and Evidence; Oral Sources in Documenting Resistance; Living Black History: Identity and the Language of Memory; Social Relations and Responsibilities of Indigenous Oral History Research; and Giving Voice to the Dialogue: Oral History and Political Theater. The Institute provided instruction in interviewing, designing community history projects, integrating oral history sources into academic research and writing, and managing video oral history programs.

Faculty for the 2004 Summer Institute included George Lipsitz, Professor of American Studies at the University of California, Santa Cruz; Manning Marable, Professor of Political Affairs, Political Science and History and Director of the Center for Contemporary Black History at Columbia University; Alessandro Portelli, Professor of American Literature at the University of Rome; Julieanna Richardson, Executive Director of The HistoryMakers, a video archive of African American oral histories; Revan Schendler, sociologist and writer, Smith College; Winona Wheeler, Professor and Dean, First Nations University of Canada; Linda Shopes, Historian, Pennsylvania Historical and Museum Commission; Steve Rowland, President of CultureWorks of Philadelphia; Mary Marshall Clark, Director of OHRO; Jessica Wiederhorn, Associate Director of OHRO; and Ronald Grele, Director Emeritus, OHRO.

June 20-30, 2005
Living to Tell: Narrating Catastrophe through Oral History

This Institute was focused on the ways in which oral history can offer the structure, the theory and the methodology through which the impact of various political, personal and cultural catastrophes can be recorded. Looking at the ways in which the recording of the September 11th catastrophe created a methodology for recording present or "urgent" histories, OHRO attracted an outstanding list of faculty and fellows from around the country and around the world who were interested in similar themes. Presentation topics included: The Challenges of Documenting Catastrophe through Oral History: September 11, 2001: From the Event to Memory; The Fosse Ardeantine Massacre: From Memory to the Event; Collecting Oral History of the AIDS Pandemic; When Words Fail: Narrating Catastrophe through the Body; Living to Tell: the Art and Practice of Narrative Medicine; and Interpreting Catastrophe through Oral History; Memories of Servitude and Resistance in the Mississippi Delta.

Faculty for the 2005 Summer Institute included Gerry Albarelli, filmmaker, oral historian and author; Ronald Bayer and Gerry Oppenheimer of the Columbia School of Public Health; Rita Charon, of the Columbia School of Physicians and Surgeons; Alessandro Portelli of Rome; Kim Rogers of Dickinson College; Jeff Friedman of Rutgers University; Marylene Cloitre of New York University; Jessica Wiederhorn, Ronald Grele and Mary Marshall Clark.

Fellows from this year's summer institute came from sites of historic struggle representing catastrophe in many manifestations: conflict and war in Bosnia, the partition

of India and Pakistan, environmental pollution in the American south, and the decimation of Native American culture. During this year's Institute, OHRO's forthcoming guide, *Narrating Catastrophe through Oral History*, was read and refined as a next step to field-testing and eventual publication.

V. Staff and Relocation

During the 2004-05 year, the position of Associate Director has been vacated and redefined as a managerial position. We are in the midst of a search to hire a person who is a strong manager, but capable of understanding the collections and programs of OHRO so that they can proceed with the same professional excellence they always have.

We have hired a new administrative assistant, Courtney Smith. We have also hired a project manager for the Atlantic Philanthropies program, Corie Trancho, and are in the final process of hiring an administrative assistant for that grant project.

The relocation of OHRO has placed strictures on our ability to hire enough work-study students and casual employees to conduct the regular work of the Office, though the Libraries have been gracious about providing temporary alternative work spaces, and have upgraded our ancient computer system. We very much look forward to the prospective renovation of 801 and 803 in 2005-06, and to returning to our designated home within the Libraries.

VI. Conclusion

It has been a year of tremendous hard work, in which we have done much of the work necessary to complete and process our 9/11 projects for deposit into the archive, as well as having conducted 142 new hours of interview to close our 9/11 fieldwork projects; written two fieldwork guides and closed out 9/11 grants with Rockefeller, two with the New York Times, and one with Chevron Texaco. In addition, we have completed our grant on the history of John B. Oakes, and are nearing completion of biographical interviews with William T. Golden and on our history of psychoanalysis project.

We have also taken on, with our Atlantic Philanthropies project, a new state-of-the art digital project that is international in scope, funded and staffed so that we can achieve the work in a relatively short period of time.

Additionally, our Telling Lives programs and our 2005 Summer Institute have positioned us as international leaders in defining contemporary uses of oral history in documenting the struggles of our times, placing oral history in a much more central role in the university and in the public imagination, particularly in the field of human rights.

Annual Report for Work done 7/2004-7/2005

The Abraham H. Raskin collection was sent offsite to RECAP. An award-winning journalist who specialized in labor movements, this 137 box collection totals 57 linear feet. The collection had been worked on previously by several student assistants. I completed the finding aid from their processing notes and databases.

The Fred Friendly Papers collection is nearly complete. The material is being rehoused and the information is getting entered into a database to create the finding aid when finished. The collection should be in 275 boxes when completely rehoused, or approximately 110 linear ft. This collection has already been utilized by several researchers.

The Murray Kempton Papers collection has been assessed and all survey information has been entered into the accession database. A processing plan has been created for completion of this collection.

The Morris Bartel Schnapper Collection of 35 large boxes has begun to be processed. Since most of the material is in need of preservations photocopying, I am working on the material that has been copied already. 11 of these boxes are processed, with the remaining 24 to be completed this fall.

I have been trained to work at the reference desk here at RBML and am glad to assist our researchers. It's a great help to me to see how the researchers actually use our materials, and what their research topics are. I also fill in when necessary in the reading room.

I began my two year tenure as the treasurer of the New York Archivists Round Table this month, which enables me to both be an active participant in this professional organization, and also represents Columbia University to other institutions in the area as well.

I completed two classes in American history here at Columbia this year. I also attended a wide variety of Columbia Libraries sponsored educational sessions on various computer programs.

A Barnet

Please send me the usual statistical reports, as well as any new statistics that you feel to be an effective representation of the work you accomplished in 2004/05. These latter figures may include: number of items sent offsite because of renovation, number of items requested from ReCAP, number of boxes packed in Boulder and sent to Columbia, etc.

Please also include a very brief statement of major acquisitions in your area, names of exhibitions, programs, and classes that you participated in or created, items cataloged, finding aids created, etc.

Thanks.

Jean

2004-05

Jean: Annual Report Statistics

Bernie Reference letters/email (Ms Collins) 352

Tamar " 226

" [redacted]

Tara " 567

Tanya See your files

Jenny See your files

Jane Gojevsky See your file

Ms Processing Statistics

Total Lin Feet of Mss Process 214.5

Sub Totals

BAR 22.5

Carnegie 157.5

General 34.5

Date: Mon, 01 Aug 2005 12:38:03 -0400
From: ROSALINDA M BAUTISTA <rmb37@columbia.edu>
To: "Tamar E. Dougherty" <td2113@columbia.edu>
cc: crystal@columbia.edu, "Jean W. Ashton" <jwa8@columbia.edu>
Subject: No. of Days Open
X-Mailer: Mulberry/3.1.6 (Win32)
X-No-Spam-Score: Local
X-Scanned-By: MIMEDefang 2.48 on 128.59.29.6

Hi Tamar,

Jean needs for her Annual Report the total number of days Lehman Suite was open.

From your stats report, July thru Dec. 2004: 86 days open; 594 hours

From Jan. thru June 2005, you don't have report on days open.
Your report has the total hours for the following months.
January - 98 hours
February - 147
March - 140
April - 105
May - 119
June - 147

Can you please give the number of days open for Jan thru June?
Thank you.

Rose

Highest-Priority Special Collections Processing Project
Quarterly Statistics

	Project Goal	Jan-Mar 2005 1st quarter	Apr-Jun 2005 2nd quarter	Jul-Sep 2005 3rd quarter	Oct-Dec 2005 4th quarter	Jan-Mar 2006 5th quarter	Cumulative Total	Percent Complete
Linear Feet Given Initial Review	857	231	156				387	45%
Linear Feet Processed	857	33	273				306	36%
Arch. Drawings Processed (Avery only)			14,026				14,026	
Collections Fully Processed	11	2	1				3	27%
MARC Records Created	11						-	0%
EAD Finding Aids Generated in XML	11						-	0%
EAD Finding Aids Mounted	11						-	0%
New Boxes/Other Containers Used		80	120				200	
New Folders Used		941	##### #####				5,105	

Date: Tue, 16 Aug 2005 09:22:39 -0400
From: TANYA CHEBOTAREV <tc241@columbia.edu>
To: "Jean W. Ashton" <jwa8@columbia.edu>
Subject: telephone and snail-mail references
X-Mailer: Mulberry/3.1.6 (Win32)
X-No-Spam-Score: Local
X-Scanned-By: MIMEDefang 2.48 on 128.59.29.8

Jean, I had 564 telephone reference questions and 46 snail-mail. Tanya

X-Authentication-Warning: persimmon.cc.columbia.edu: lawlor owned process doing -bs
Date: Mon, 8 Aug 2005 15:52:48 -0400 (EDT)
From: Patrick Lawlor <lawlor@columbia.edu>
Sender: lawlor@columbia.edu
To: "Jean W. Ashton" <jwa8@columbia.edu>
cc: Bernard Crystal <crystal@columbia.edu>
Subject: Offsite 2004/2005
X-No-Spam-Score: Local
X-Scanned-By: MIMEDefang 2.48 on 128.59.29.5

Jean,

Ninety-three [93] processed collections were sent to ReCAP.

Three [3] unprocessed collections were sent to ReCAP.

Patrick

Annual Report for Work done 7/2004-7/2005

The Abraham H. Raskin collection was sent offsite to RECAP. An award-winning journalist who specialized in labor movements, this 137 box collection totals 57 linear feet. The collection had been worked on previously by several student assistants. I completed the finding aid from their processing notes and databases.

The Fred Friendly Papers collection is nearly complete. The material is being rehoused and the information is getting entered into a database to create the finding aid when finished. The collection should be in 275 boxes when completely rehoused, or approximately 110 linear ft. This collection has already been utilized by several researchers.

The Murray Kempton Papers collection has been assessed and all survey information has been entered into the accession database. A processing plan has been created for completion of this collection.

The Morris Bartel Schnapper Collection of 35 large boxes has begun to be processed. Since most of the material is in need of preservations photocopying, I am working on the material that has been copied already. 11 of these boxes are processed, with the remaining 24 to be completed this fall.

I have been trained to work at the reference desk here at RBML and am glad to assist our researchers. It's a great help to me to see how the researchers actually use our materials, and what their research topics are. I also fill in when necessary in the reading room.

I began my two year tenure as the treasurer of the New York Archivists Round Table this month, which enables me to both be an active participant in this professional organization, and also represents Columbia University to other institutions in the area as well.

I completed two classes in American history here at Columbia this year. I also attended a wide variety of Columbia Libraries sponsored educational sessions on various computer programs.

Letters of the below correspondents have been removed from this folder and placed in the Arranged Correspondence series.

Harbourt, Joyce

Date: Tue, 28 Jun 2005 13:30:49 -0400
From: TANYA CHEBOTAREV <tc241@columbia.edu>
To: "Jean W. Ashton" <jwa8@columbia.edu>, bautista@columbia.edu,
jg2138@columbia.edu, lawlor@columbia.edu, jbl100@columbia.edu,
mko26@columbia.edu, ka2032@columbia.edu, ys289@columbia.edu,
jrs19@columbia.edu, tcc46@columbia.edu, td2113@columbia.edu,
kws2101@columbia.edu, ab2389@columbia.edu, crystal@columbia.edu,
cwd3@columbia.edu, cal2119@columbia.edu, emn2109@columbia.edu,
vf2112@columbia.edu, bl2143@columbia.edu, mm2791@columbia.edu,
nk2172@columbia.edu, cs2316@columbia.edu
Subject: Re: annual report
X-Mailer: Mulberry/3.1.6 (Win32)
X-No-Spam-Score: Local
X-Scanned-By: MIMEDefang 2.48 on 128.59.29.6

Jean, in attachment please find my gifts-in-kind list for 2004 (July) - 2005 (June 30). Here is the rest:

1. Was elected a member of the New Review corporation.
2. Presented two papers at two conferences (SAA in August 2004 in Boston and AAASS in December 2004 in Boston).
3. Published a foreword for the first joint publication of the so-called "commissioned memoires" - Baron Mikhail Taube's Memoirs.
4. Published one article on repatriation issues for RBM.
5. Served as faculty advisor for two Fullbright scholars from Russia.
6. Processed 10 linear feet of Marshall Shulman Papers (have never been processed).
7. Processed 4 linear feet of Vera Blackwell Papers.
8. Served as a consultant at Amherst College Center for Russian Culture (Archbishop John from San Francisco Papers).
9. Started a microfilm project with PRD (Prince Paul Papers)
10.Continue working on St.Petersburg online exhibit.

--On Monday, June 27, 2005 3:08 PM -0400 "Jean W. Ashton" <jwa8@columbia.edu> wrote:

> Patricia has requested that we have annual reports for the department sent to her by August 15. That means I will need your reports and statistics somewhat earlier, preferably by July 15, since I will be on vacation from July 26 until August 8.
>
> Please send me the usual statistical reports, as well as any new statistics that you feel to be an effective representation of the work you accomplished in 2004/05. These latter figures may include: number of items sent offsite because of renovation, number of items requested from ReCAP, number of boxes packed in Boulder and sent to Columbia, etc.
>
> Please also include a very brief statement of major acquisitions in your area, names of exhibitions, programs, and classes that you participated in or created, items cataloged, finding aids created, etc.

Thanks.

Jean

annual report 04-05.doc

To: jwa8
From: "Jane R. Siegel" <jrs19@columbia.edu>
Subject: 04/05 Annual Report additions
Cc:
Bcc:
Attached:

Jean --
sorry to be so late. I've put a copy of this in your annual report folder, but thought you might want to do some cutting and pasting. --Jane

Processing:
1883 books were cataloged, primarily Smith and Seligman pamphlets; also some current acquisitions. The cataloging of the books at the Lehman Suite was also begun; none of the Suite's books had been previously accessible in CLIO; a simple call number scheme was devised in consultation with TSD. [Technical Services Division, i.e. Carol and Bob]

133 non-rare books were bound, and 2,239 rare volumes were put into protective housings (four-flap enclosures, O&T cases, or CMI clamshell boxes). Much of this work was made urgent by renovation-related moves; some of these volumes are destined for ReCAP.

ReCAP:
The former Medium-Rare collection, housed in the cage of stack 6, was prepared and sent to ReCAP as Rare Books. MRP also has prepared and sent most of the bound-with volumes of Masters Essays, and all of the Masters projects by the film division of the School of the Arts.

Acquisitions:
172 rare books were purchased [Bernie should have gift numbers?]. Items purchased ranged from inexpensive fine press books with interesting texts to artists books (including one with its text woven into a ribbon), a number of works on mathematics, including sundials, and a wide variety of 18th century English works of fact and fiction. The Bird & Bull Press's publication of a book on Karli Frigge inspired us to purchase five beautiful books by this remarkable Dutch marbler, including her *Marbled landscapes* (1988). An outstanding new addition straddling many of our interests is Fontanelle's *A discovery of new worlds*, 1688, a French work of popular science translated into English by Aphra Behn (better known as a playwright). The book treats of astronomy and its implications, especially the highly controversial ideas of Copernicus, in a style meant to educate English women, keeping their interest by amusing them with its dialogues between a flirtatious *philosophe* tutor and a beautiful, intelligent & witty *marquise*.

X-Sender: jbl100@imap.columbia.edu
X-Mailer: QUALCOMM Windows Eudora Version 6.1.2.0
Date: Fri, 19 Aug 2005 14:06:06 -0400
To: ashton@columbia.edu
From: "Jennifer B. Lee" <jbl100@columbia.edu>
Subject: JBL reference stats for Annual Report
X-No-Spam-Score: Local
X-Scanned-By: MIMEDefang 2.48 on 128.59.29.6

Dear Jean,
Please add the following number to the reference stats that you already have from Bernie:
JBL reference email and letters answered: 745
(His number should include Tara and Jane G.) Bernie, please confirm this.
Jenny

X-Sender: jrs19@imap.columbia.edu
X-Mailer: QUALCOMM Windows Eudora Version 6.1.2.0
Date: Fri, 19 Aug 2005 10:49:25 -0400
To: jwa8@columbia.edu
From: "Jane R. Siegel" <jrs19@columbia.edu>
Subject: 04/05 Annual Report additions
X-No-Spam-Score: Local
X-Scanned-By: MIMEDefang 2.48 on 128.59.29.5

Jean --
sorry to be so late. I've put a copy of this in your annual report folder, but thought you might want to do some cutting and pasting. --Jane

Processing:
1883 books were cataloged, primarily Smith and Seligman pamphlets; also some current acquisitions. The cataloging of the books at the Lehman Suite was also begun; none of the Suite's books had been previously accessible in CLIO; a simple call number scheme was devised in consultation with TSD. [Technical Services Division, i.e. Carol and Bob]

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Jean,

6,011 Boxes of processed and unprocessed manuscript material sent to ReCAP in the year 2004-2005.

Patrick

Date: Mon, 01 Aug 2005 11:00:44 -0400
From: mmc17@columbia.edu
To: "Jean W. Ashton" <jwa8@columbia.edu>
Subject: funds raised
X-Mailer: Mulberry/3.1.6 (Win32)
X-No-Spam-Score: Local
X-Scanned-By: MIMEDefang 2.48 on 128.59.29.8

Jean - I don't know if you need this (I think you already have it) but funds raised this year by OHRO are:
Gifts: $117,275.00
(including $100K from Kluge)
Grants: 1,100.245, AP.
Mary Marshall

Human Rights Watch Annual Report July 2004 – June 2005

September 2004: Project Archivist hired
February 2005: Curator hired
April 2005: HRW collection moved from Boulder to Campus/ReCAP

1. 1242 boxes surveyed and sent from Colorado to New York
2. So far a total of 26 linear feet of Helsinki Watch material have been processed
    - Csaba: 13.5 linear feet of material
    - Christine: 12.5 linear feet of material
3. Preliminary work on records management and access policy issues
4. Conferences or workshops attended:
    - Csaba: The Nuremberg Trials: A Reappraisal and Their Legacy (Conference, Cardozo Law School); Opening of the Telford Taylor Papers (Conference, Columbia Law School); Rethinking Human Rights (Seminar, Columbia); Outreach, cooperation: Center for the Study of Human Rights (Columbia), Genocide Studies Program (Yale), Iran Human Rights Documentation Center (Yale), WITNESS (New York)
    - Christine: MARAC (Conference, Albany), DACS workshop

Annual Report: Rare Book and Manuscript Library- FY05

1. Summary
2. Statistics
3. Additions to the Collection
4. Processing
5. Events, Programs and Classes
6. Staff
7. ReCap and renovation
8. Development
9. Goals

1. Summary

The same issues that dominated FY04 shaped the activities of RBML in FY05, namely, renovation, ReCap, and the Treasures exhibition. In addition *The Selected Papers of John* Jay editorial project began, a two-year Digital Scriptorium grant was started, the Joseph Urban Preservation and Access project was completed with the launch of a very fine website, and the RBML home page was upgraded. The Survey of Special Collections funded by the Mellon Foundation was completed in August, 2004, and a second Mellon funded project, focusing on the processing of highly rated collections in Avery, Starr, and RBML began in January 2005.The Oral History Research Office was relocated into Room 655, within RBML, where its numerous projects relating to 9/11 progressed toward completion. The Human Rights Watch archives were surveyed, packed, shipped and added to the collection, thanks to the hard work of the new Human Rights Watch Archivist, who began work in September. The Curator of the Human Rights Watch collection joined the staff in January. A 170-page catalog, *Jewels in Her Crown: Treasures of the Special Collections of Columbia's Libraries,* was published in October; the exhibition was also captured in its entirety in digital form for distribution on the World Wide Web. A second large exhibition on the papers of Ellery Queen opened in April 2005, in conjunction with a symposium on the topic sponsored in part by the *Ellery Queen Mystery Magazine*. The Lehman Suite program was reconceived and a Herbert Lehman Center for American History, with a resident faculty member and staff, was organized to complement the archival and research programs already underway in the space.

2. Statistics:

FY 2005	FY2004
4,071 readers on 252 days (1,906 hours)	**4,039 on 252 days**
6, 114 books used and shelved	**7,300**
2,871,085 manuscripts used and shelved	**2,211,933**
534,347 Bakhmeteff manuscripts used and shelved	**529,207**
22,234 Check outs and renewals	**66,550**
38, 690 photocopies made for users	**27,326**
14,473 reference inquiries, consultations, and	**na**

FY05		FY04
	telephone reference received	
1,149	Written reference letters answered	918
1,247	Consultations shorter than 30 minutes	868
223	Consultations longer than 30 minutes	88
69	Lehman Suite researchers	na?
415	Lehman Suite reference inquiries	
1025	Bakhmeteff reference inquiries	653
86	Carnegie Collection reader visits	123
304	Carnegie reference inquiries answered	152
	Manuscript boxes and dissertations Retrieved from offsite	230
127	Publications permissions granted	98
195	Foreign visitors from 32 countries	na
93	Processed collections sent to ReCAP	na
3	Unprocessed collections sent to ReCAP	
111	Classes and tours	102
1,861	attendees at RBML classes and programs	1,075

3. Additions to the collection

Manuscripts and Archives

The papers of Human Rights Watch were inventoried and packed by the Human Rights archivist, Christine Lovelace, in the Library of the University of Colorado and shipped to both the Morningside campus and ReCAP

The archives of BOMB magazine were added to the collection by purchase in the spring of 2005. In addition, a major collection of artworks, books and papers relating to the engraver and graphic designer, Sir William Nicholson (1872-1949) was received via a combined purchase/donation arrangement.

Other significant additions of primary materials include the papers of Columbia English professor Quentin Anderson (donation); the archives of the Boehm Foundation (donation); Handwritten diaries of the Count Speransky and Prince Catacuzene families (donation); Orest von Klemm Papers (donation); Aleksey Vislocky papers (donation); Valerie Levy and Prague Post Papers (donation); papers of Columbia History professor Eric McKitrick (donation); papers of Columbia astronomer Kevin Prendergast (donation); Korbin-Krukovskii Family Papers (donation); Vladimir Westman papers (donation). Additions were made to many existing collections, including the Carnegie Corporation Archives, the Dawn Powell, W.A. Swanberg, Jacques Barzun, Watkins-Loomis,Don Kongdon Associates, Tibor Serly papers.

Active negotiations are underway for the following archives or groups of personal papers:

Amiri Baraka, C.L.R. James, Hubert Harrison, Peter Wexler, Louis Silverstein, Publishers' Weekly, Theodore Allen, Oscar Hijuelos, Shirley Hazzard, Robert Merton, Edward Said, Physicians for Human Rights, Amnesty International USA, Human Rights First, Committee of Concerned Scientists. Collections under discussion include the Oliver Stone theater design collection, an addition to the papers of Paul Auster, the Arthur Schlesinger papers, the Cab Calloway Papers, and many others.

Books

The Medieval/Renaissance collections were especially enriched this year. First, the Libraries made the first major purchase of a medieval manuscript in some years, thanks to using funds from the Kristeller, the Friends of the Library and other endowments. The addition of this 11th/12th –century manuscript of canon law, now cataloged as Western MS 82, was celebrated by a small gathering of faculty, librarians, and scholars in February. In addition, a 13th-century papal bull, with its seals intact, and a 15th-century codex, were purchased and a group of early non-print materials was received from a donor. A substantial donation of microfilm surrogates further enriched the existing Kriesteller Surrogate collection.

172 rare books were purchased for the general collections. Items purchased ranged from inexpensive fine press books with interesting texts to artists books (including one with its text woven into a ribbon), a number of works on mathematics, including sundials, and a wide variety of 18th century English works of fact and fiction. The Bird & Bull Press's publication of a book on Karli Frigge inspired us to purchase five beautiful books by this remarkable Dutch marbler, including her *Marbled landscapes* (1988). An outstanding new addition straddling many of our interests is Fontanelle's *A discovery of new worlds*, 1688, a French work of popular science translated into English by Aphra Behn (better known as a playwright). The book treats of astronomy and its implications, especially the highly controversial ideas of Copernicus, in a style meant to educate English women, keeping their interest by amusing them with its dialogues between a flirtatious *philosophe* tutor and a beautiful, intelligent & witty *marquise*.

Significant book collections either received or under active consideration include the libraries of Columbia professors Edward Said, Nicolas Murray Butler, and Anne Douglas. In general acquisitions of professorial collections are limited to annotated volumes.

4. Processing

Manuscripts and Archives

The total number of linear feet of manuscripts processed in FY05 was 214.5 linear feet. (This figure does not include the Mellon processing.) Of this number, 22.5 linear feet were Bakhmeteff manuscripts, 157.5 Carnegie records, and 34.5 from the general manuscript collections. This latter figure was achieved with the help of a temporary processing archivist, Bridget Lerette who, in addition to assisting with manuscript reference letters and completing all the new collection surveys, worked on processing the papers of Ivan Morris, Edita Morris and William Vickery.

A Mellon Special Collections processing grant, based on the work done in the Mellon Survey, began in February, 2005. In the first two quarters, the 4 project staff members at RBML reviewed 387 linear feet of collections and processed 306 linear feet of papers from the IIRR and the Non-Sectarian Anti-Nazi League.

Books
1,883 books were cataloged, primarily Smith and Seligman pamphlets; also some current acquisitions. The cataloging of the books at the Lehman Suite was also begun; none of the Suite's books had been previously accessible in CLIO; a simple call number scheme was devised in consultation with TSD.
133 non-rare books were bound, and 2,239 rare volumes were put into protective housings (four-flap enclosures, O&T cases, or CMI clamshell boxes). Much of this work was made urgent by renovation-related moves; some of these volumes are destined for ReCAP.

ReCAP:
The former Medium-Rare collection, housed in the cage of stack 6, was prepared and sent to ReCAP as a Rare Book collection. MRP also has prepared and sent most of the bound-with volumes of Masters Essays, and all of the Masters projects by the film division of the School of the Arts.

5. Exhibitions, Classes and Programs

Exhibitions
The Intrinsic Other: The Life and Work of John Howard Griffin ran from March until August 2004. Curated by Patrick Lawlor, this provided an opportunity for a first-time look at the remarkable career of this American novelist, photographer, and musical scholar.

Jewels in Her Crown: Treasures from the Special Collections of Columbia's Libraries, opened in October 2004. A published catalog and a web exhibition were produced concurrently. This was the largest exhibition of the combined riches of the Libraries in the history of Columbia and received much praise, both from those who were able to visit the physical exhibition and those who viewed the website or read the catalog. It represented was a remarkable collaboration between library staffs, directors, curators, digital specialists, and conservators.

Jewels in Her Crown was extended by popular request until the end of February. In late March, *The Quintessential Ellery Queen:Celebrating the Centennials of Frederick Dannay and Manfred B. Lee* was installed in the Kempner (East) Gallery. (The West gallery cases were left vacant due to impending work on the external walls and roof, since postponed until 2006.)

Programs

Programs held during the year included a reading by School of the Arts faculty member Patty O'Toole, author of a new biography of Theodore Roosevelt; a symposium on Ellery Queen, co-sponsored by the *Ellery Queen Mystery Magazine*; the Annual Book Arts lecture, this year given by Avery Librarian Gerald Beasley; and a welcoming party for the new medieval manuscript, purchased with the cooperation of the Libraries Western European Bibliographer Karen Green from the Kristeller Endowment, the Friends of the Library Endowment, and several other smaller endowed funds. An event launching the Joseph Urban Website was held in March, with presentations by Janet Gertz, Stephen Davis, and Jean Ashton.

Classes

Classes using material from the Medieval and Renaissance collection came from the Classics, English, History, Music and Religion departments, as well as from other institutions, including Fordham, NYU, the Palmer School, and the Columbia School (where three groups of third-grade classes were introduced to a Book of Hours). In addition, an NEH Summer Seminar, "Worlds of the Renaissance," held a session in the Chang Room.

Other classes included library instruction sessions held in conjunction with a bibliographic instruction program organized by John Tofanelli, a full-day class analyzing Sid Ramin's orchestration of West Side Story for a music arranging seminar from Ithaca College, several Literature Humanities and Core Curriculum sessions, a session of "The Historian's Craft," organized by the History Department, a course on Kant, Hegel and the Enlightenment conducted by Massimo Grassia, Adam Smyth's class on the English Civil War, two James Joyce seminars taught by Michael Seidel, and Fran Pritchard's class on Islam and South Asian History.

5. Staff

Although the position of Rare Book curator remained vacant for the fourth year, new staff was added, thanks to projects and special initiatives. These include temporary Processing Archivists Brigitte Lerette (Special Manuscript Assignments – CUL funds), Alexandra Bernet (Fred Friendly and other papers). Christine Lovelace and Csaba Szilagyi joined the staff as, respectively, Archivist and Curator of the Human Rights Watch papers. Katya Shraga, who had been half-time Bibliographic Assistant, was appointed to a two-year special position as Bakhmeteff Archives Assistant. Noel Kalenian took over Katya's former position. Varouj Froundjian, who had begun work as a one-year temporary archivist on the Armenian papers project, remained on the RBML staff until June 2005, thanks to the reallocation of some funds in Area Studies. Karin Sommer, who joined the staff in the spring of 2004, was appointed as Collections Manager. Karen Aponte-Velez took a three month maternity leave, beginning in mid-November, returning in February.

Other new additions to the staff include Dr. Elizabeth Nuxoll, the Editor of the John Jay papers, who arrived on November 1, and her staff, consisting of Dr. Mary Gallagher, Jennifer Steenshorne (Jennifer Milne, the Assistant Editor, began work on July 1. The John Jay Papers Project is financed in part by a grant from the NHRPC). Tamar Dougherty continued as Curator of the Herbert H. Lehman Suite and papers.

In Oral History, Jessica Wiederhorn resigned in April from her position as Assistant Director of the Oral History Research Office. A search for her replacement is underway. Kate Foster, the Oral History Office Manager, also resigned and will be replaced. Finally, both Jean Ashton and Bernie Crystal announced their retirements, to take effect in December 2005.

6. ReCap and Renovation

Renovation and renovation-related activities continued to dominate collection-related activities as well as consuming staff time throughout the department. Jane Siegel, Bernie Crystal, Karin Sommer, and Jean Ashton (usually) met weekly with Aline Locascio to plan and manage the movement of collections, the rebuilding and re-installation of security devices, collection preparation, inventorying, bar-coding projects, etc. Thanks to heroic efforts by Patrick Lawlor,(who managed the packing, shipping and barcoding of manuscript collections), Jane Siegel (who oversaw the internal planning and supervised many student assistants as they packed, wrapped, and labeled materials for shipment to Brewster and ReCap, as well as ordering supplies and managing collections movement), Karin Sommer (who kept the whole process, including security operations, moving smoothly) and Bernie Crystal, collections were returned to the 12th and 13th floor stacks, the vault was completed and the contents transferred, the 14th floor was emptied for construction, and packing/planning work was begun for the 15th floor.

All of this work entailed constant communication with the reference desk, the ReCap facility, the contractors, and the security system troubleshooters. Public service was impacted, as collections were moved from place to place, making paging items for researchers a constant challenge. Physical changes in RBML itself, including the relocation of the OHRO offices to 655 and the locker room, the transformation of the Lamont Reading Room and the Donors Room into processing spaces, and the movement of the staff lockers and break room, could have caused much discomfort and confusion. Happily, the staff was able to adapt calmly to all of these changes and to eliminate any threats to reader services. They really performed well under tremendous pressure

.

Manuscripts

The renovation of the stacks hastened what would have probably happened gradually, that is, the transfer of materials – particularly manuscript collections – to the ReCAP Facility in Princeton. By the end of June 2005, 93 existing manuscript collections, totaling 6,011 boxes, had been transferred permanently to RECAP. In addition to transfers, the facility received 3 large new collection, including the Human Rights Watch archive, that were shipped there to await processing.

Books

The former Medium-Rare collection, housed in the cage of stack 6, was prepared and sent to ReCAP as Rare Books. MRP also prepared and sent most of the bound-with volumes of Masters Essays, and all of the Masters projects by the film division of the School of the Arts.

7. Development

At the end of FY 2004, grants were received from the NHPRC and the NEH for, respectively, the print edition of the Papers of John Jay and the future development of the Digital Scriptorium. Elixabeth Nuxoll assumed the position of Editor of the John Jay Papers on November 1, 2005, and subsequently hired a part-time Associate Editor, a clerical assistant, and an Assistant Editor. Work on the Digital Scriptorium included administration and oversight of the expansion of the contents of the site and a workshop session designed to assist new participants in creating records and images for the database. At the end of this first year, a consultant was interviewed, and a proposal solicited for work on a sustainability and governance plan, to be completed in early 2006. (See Oral History Research Office Annual report for OHRO grant reports)

A proposal was submitted to the National Endowment for the Humanities to fund the preservation, processing and partial digitization of the archives of the New York City Chamber of Commerce, 1780-1980. The results of this application will be announced in March 2006.

Following the completion of the Mellon grant for a manuscript survey in August, 2005, a new grant proposal was submitted to that Foundation for processing. A grant was awarded for the processing of three collections in RBML, and one collection each in Avery and Starr. The project is supervised by Janet Gertz, who successfully managed the first Mellon grant. The five positions required by the grant were filled by early spring. Work is expected to be completed before April 1, 2006.

A grant of $15,675 was awarded by the Peck Stackpole Foundation to pay for a case capable of displaying the Audubon "Elephant" Folios. The award was made in honor of the centenary of the birth of Shirley Allyn Peck in 1906.

An award of $100,000 was received from the MacArthur Foundation for support of the Human Rights Watch Documentation Center. An additional grant of $30,000 was made by the Bay Foundation for the same purpose.

The Furthermore Foundation contributed $5,000 toward the expenses associated with the production of the printed catalog for *Jewels in Her Crown*.

Monetary gifts from Donors to the RBML restricted funds totaled

8. Goals

The goals of the Rare Book and Manuscript Library for the first half of FY06 will be focused on maintaining services during the months preceeding the retirement of the Curator of Manuscripts and the Director of RBML. New goals will presumably be set by the incoming Director.

The next phase of the Butler Stack renovation will begin (as of this writing) in December 2005, scheduled for completion sometime in 2007. Pending the hiring of new Libraries Development staff, grant proposals will be considered to supplement the funds of and carry on the activities of the John Jay editorial project and the Digital Scriptorium. A request to IMLS for funding the conservation and cataloging of the Dramatic Museum Puppet collection is also under consideration.

We hope to see the successful completion of phase I of the Rare Book ReCon project and to solve the problem of updating and adding records for manuscript to the AMC and CLIO databases, a process that has been in suspension since the departure of Henry Rowen, the Manuscript Assistant. A project to determine a uniform approach to the encoding and publishing of finding aids across the special collections of Columbia is underway and should be implemented within FY06. Publication of individual web pages for each manuscript collection, linked to finding aids, is in development. Completion of the effort to scan finding aids will occur in FY06, pending staffing.

Digital projects underway include scanning the Special Correspondence files of the Herbert H. Lehman papers. Revision of policies relating to scanning of collections on demand and other reader requested services will be undertaken, as space for new scanners and additional staffing for production become a reality.

RBML Open

	# Days	# Hours	Holidays
Oct 8-29	16 x 8	= 128	
Nov	20	= 160	(Nov. 2) RBML open 25, 26
Dec	19	152	Dec 24, 27, 30, 31
~~Jan '05~~ (Jan 3-28)	19	152	Jan 17 (M. Luther King's Day)
	74 days	592 hrs.	
Feb. 2005	24 days	160 hrs	

SAID's Booths Unmarked — 2,400 average count

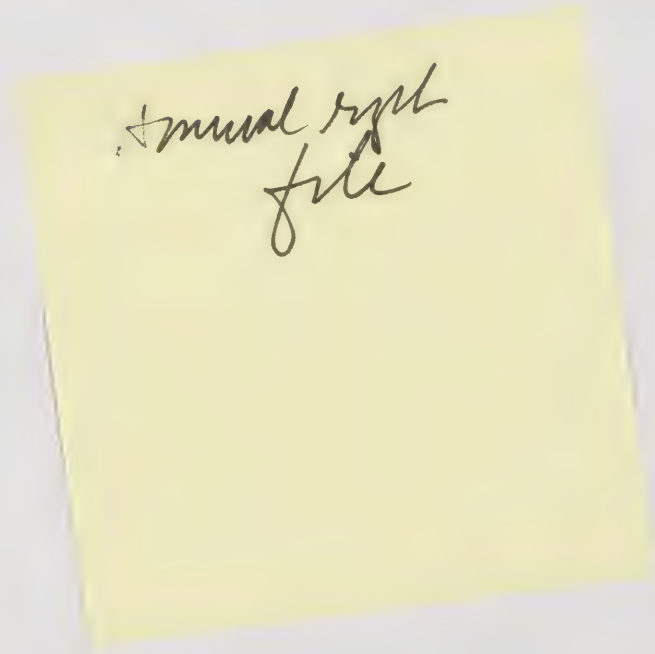
X-Sender: crystal@imap.columbia.edu
X-Mailer: QUALCOMM Windows Eudora Version 6.1.2.0
Date: Wed, 09 Mar 2005 09:24:15 -0500
To: ashton@columbia.edu
From: "Bernard R. Crystal" <crystal@columbia.edu>
Subject:
X-No-Spam-Score: Local
X-Scanned-By: MIMEDefang 2.48 on 128.59.29.5

Jean:

Here is my quick list of new mss. collections or annual additions to existing collections and their current status.

Christ Coover unprocessed, uncataloged
Marvyn Scudder Busiiness Documents Collection. Processed, described, at ReCAP and finding aid up on the web
Kevin Prendergast: Preliminary inventory completed; intellectual arrangement decision pending; NOT YET READY FOR USE
Eric McKitrick: Unprocessed but there is a preliminary inventory
Dawn Powell: Additional research files of Tim Page; in process and will be ready soon.
Andrew Heiskell: Unprocessed; preliminary inventory available
Phoebe Jacobs: Unprocessed addition
Don Cogdon Associates: Annual client files, unprocessed
Watkins Loomis: Annual client files, unprocessed

==Bernie



COLUMBIA UNIVERSITY LIBRARIES
PRESERVATION DIVISION

Date: August 2, 2005
From: Janet
To: Patricia, Kris
Re: Annual Disaster Report for 2004/05

Only three disasters caused damage to library materials in 2004/05, making this the best year since 1988 in terms of numbers of events. Unfortunately, the Lehman Map Room flood damaged approximately 12,000 items, making this one of the worst years in terms of numbers of items. Risk Management claims came to $87,100; over 76 hours of staff time on disaster response were reported.

The disasters all resulted from human error. In Lehman a clogged water fountain that had been reported on previous occasions caused the flood. In Chemistry the leak resulted from overflowing sinks in the lab on the floor below, a situation that has occurred more than once. Finally, the RBML disaster happened when the new sprinkler system failed during testing.

Since we began keeping statistics on disasters in 1988/89 CUL has undergone 169 events that damaged or destroyed over 151,000 items in 17 buildings, as the attached report shows. The vast majority of these disasters have stemmed from leaking roofs, pipes, air-conditioners, restrooms, and water fountains.

LIBRARY DISASTER SUMMARY REPORT 2004-2005 (FY 2005)

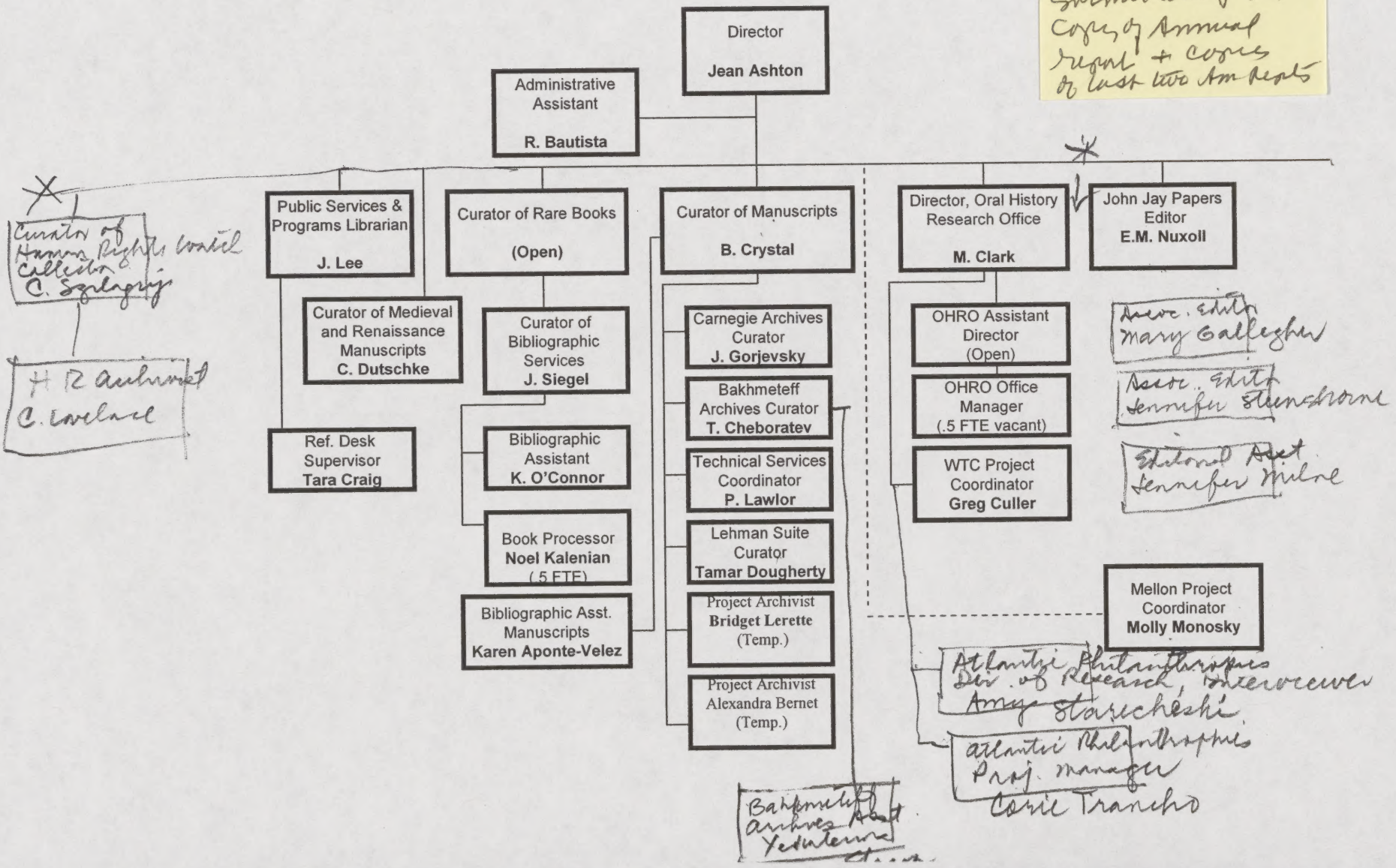
Date	Library	Type	Source	Number of items damaged/lost	Staff hours	Risk Mgt. claim amt.	Comments
9/29/04	RBML	Water	Sprinkler test (Butler renovation)	41	20	$1,100	
2/26/05	Lehman Map Room	Water	Clogged drinking fountain	12,000	36	$86,000	$$ includes repairs to furniture and shelving, replacement of soaked map drawers and folders, salvage of collections by Munters and equipment rental to dehumidify space
10/29/2004	Chemistry	Water	Sink drain from lab above	336	20		
			TOTALS	12,377	76	$87,100	
				Total collection items damaged	Total known staff hours	Total insurance costs (collection salvage only)	

Summary of Disasters, 1988-2005

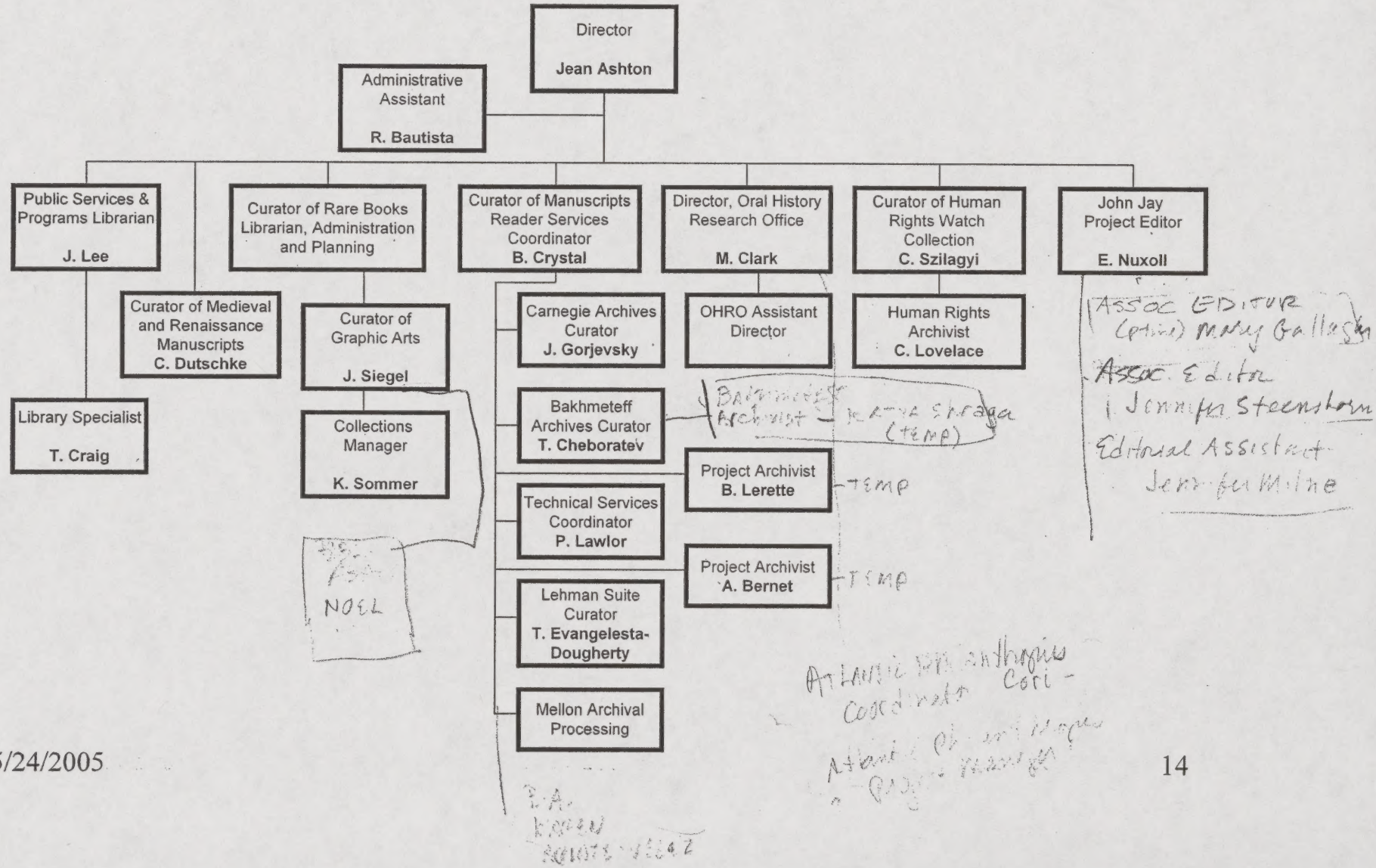
Year	Total Events	Total Items Affected	Number of Events and Number of Items per Library																
			Annex	Art Prop	Avery	Biology	Business	Butler Stk	Butl Other	Chemistry	Engineer	Geology	Journalism	Lehman	Math/Sci	Music	Prentis	RBML	Starr
1989/90	10	66,344	1 40,000		1 1		1 10						1 3	1 10	1 400				4 25,920
1990/91	9	1,066			2 1,000				1 52	2 10				1 1				2 2	1 1
1991/92	19	4,494	1 570		1 504				2 4		2 1,000							1 1	12 2,415
1992/93	15	6,034	3 3		3 385				1 2	1 3		1 1						1 5,500	5 140
1993/94	9	838			1 23			1 7		1 7						3 10		1 100	2 691
1994/95	8	583	2 81		1 1	1 5								2 430				2 66	
1995/96	8	9,354				1 1		1 6,000	2 80								2 272	1 1	1 3,000
1996/97	9	1,384		1 9	1 1		2 110	1 100	2 64	1 100				1 1,000					
1997/98	12	21,451	1 26		2 10			2 600		1 100		1 130					1 83	3 502	1 20,000
1998/99	15	4,098	1 91		2 2,001			1 30	2 1,490	1 1					1 200	2 1		3 233	2 51
1999/2000	15	12,905	1 2		1 10	1 100		2 105	1 360	2 250	1 1						4 10,567	1 10	1 1,500
2000/01	5	2,506				1 1				1 2	1 10			1 200				1 2,293	
2001/02	10	5,901				1 60			2 210								1 200	1 200	5 5,231
2002/03	13	1,306							3 936					1 1	1 25	1 100	1 194	5 49	1 1
2003/04	9	120			1 20	2 21			1 1					1 70				4 8	
2004/05	3	12,377								1 336				1 12,000				1 41	
Total	169	138,384																	
Total events/library			10	1	16	7	3	8	17	11	4	2	1	9	3	6	9	27	35
Total items/library			40,773	9	3,956	188	120	6,842	3,199	809	1,011	131	3	13,712	625	111	11,316	9,006	58,950

Columbia University Libraries
Rare Book and Manuscript Library

Pore - please
Copy -
Submit with yearly
Copy of Annual
Report + copies
of last two Am Reports



Columbia University Libraries
Rare Book and Manuscript Library



Columbia University Libraries
Rare Book and Manuscript Library